# WILMINGTON TOWN HANDBOOK

**The Wilmington Town Seal**

The Town of Wilmington adopted its official Town Seal on April 11, 1899. Located in the center of the design is a representation of the so-called 'Whitefield Elm', a tree which stood for more than a century and a half beside the old Post Road to Boston, now Middlesex Avenue, about opposite to the Whitefield Schoolhouse, currently home to the Public Buildings Department. Beneath the elm tree pictured on the seal is the silhouetted outline of the Harriman Tannery which stood for many years behind the tree to the northeast.

**About the Cover**

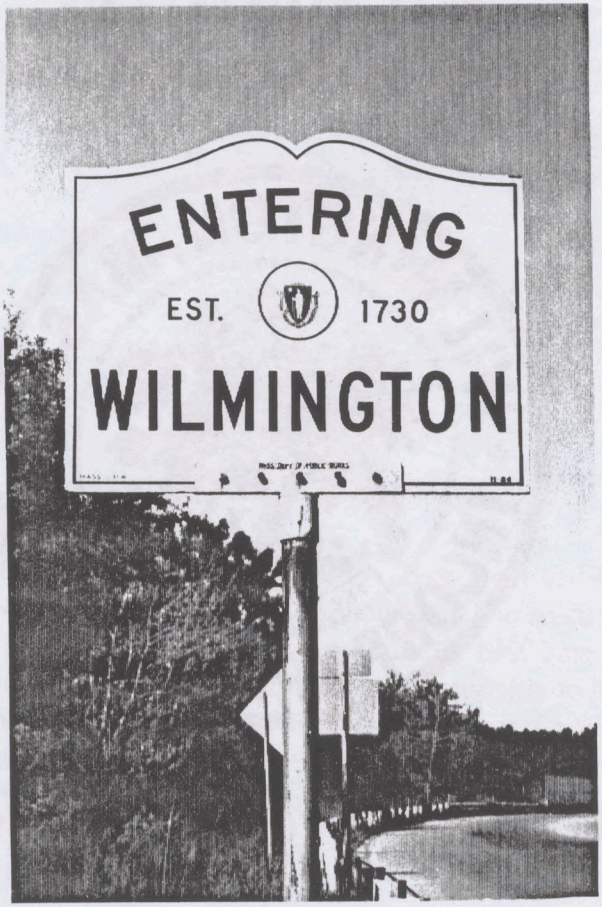
The gazebo on the Town Common was a gift of the Wilmington High School class of 1977. Under the leadership of class member David McMillan, townspeople, businesses, faculty, and students donated supplies, energy and time in building a lasting class gift to the Town of Wilmington.

Pen and ink drawing done by Adele Passmore

# WILMINGTON TOWN HANDBOOK

## LEAGUE OF WOMEN VOTERS OF WILMINGTON
## 1996

The League of Women Voters is a nonpartisan organization that works on local, state, and national levels to promote the active and informed participation of citizens in government through education and advocacy. The League never supports or opposes any political party or candidate, but takes action on issues in the public interest. Membership is open to all who support the purposes and principles of the League.




Wilmington was established on September 25, 1730 by an act of the General Court of Boston. The act incorporated northerly parts of Woburn, then called 'The Land of Goshen'; a large tract of land north of Goshen called 'The Land of Nod'; and westerly parts of Reading.

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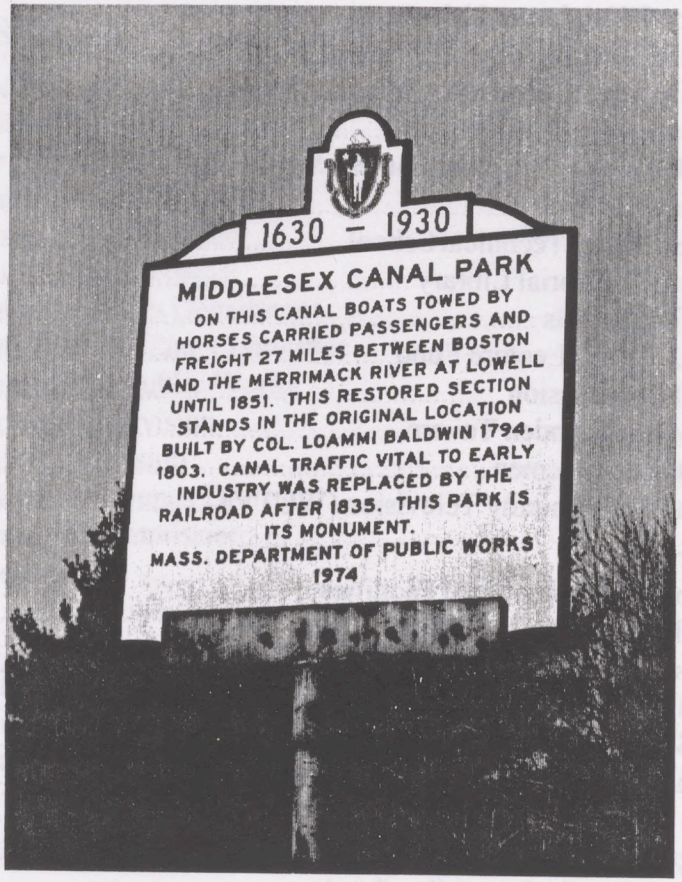



The Middlesex Canal figured prominently in Wilmington's history.

# WILMINGTON YESTERDAY AND TODAY

The Town of Wilmington is a suburban community with a mix of residential neighborhoods, commercial districts, and industrial parks located in northern Middlesex County halfway between Boston and the New Hampshire border along Interstate Route 93. The town is approximately seventeen square miles in size, and lies at the headwaters of the Ipswich River Basin. Wilmington is bounded by Andover to the north, Billerica and Tewksbury to the west, Burlington and Woburn to the south, and Reading and North Reading to the east.

The topography in Wilmington is generally low lying with wetlands covering approximately 25% of the town. Residential development is concentrated in the upland areas. Industrial development is concentrated in three locations: the southeast corner of Wilmington, north of Route 125, and in central Wilmington east of Route 93. The principal commercial and business districts are located along Main Street (Route 38), Lowell Street (Route 129) and on Middlesex Avenue.

Wilmington was officially incorporated on September 25, 1730. Early settlers were attracted to Wilmington by its plentiful water, which provided power for lumber and grist mills, and by its soil, which was well-suited for growing cranberries, hops, and the famous Baldwin apples. Between 1803 and the advent of the railroad in the early 1840's the Middlesex Canal figured prominently in Wilmington's history. Built entirely by hand labor, the Canal had twenty locks; boats up to seventy-five feet long carried cargo and passengers between Lowell and Boston at speeds of 2 1/2 to 4 miles per hour.

For many years the Harriman Tannery was the only industry in Wilmington. Farming remained the town's primary business until the 1950's, when industries attracted by Wilmington's convenient location and accessibility via railroads and highways, began settling in town. Between 1950 and 1970 Wilmington's population more than doubled, to 17,100 residents, and then remained stable until the early 1990's. In 1994 Wilmington ranked ninth in new home construction

among eastern Massachusetts' communities. Federal census statistics indicate that the town is among the fastest growing communities in the greater Lowell area. As of January, 1996 the population was 20,120, with the Town Clerk projecting continued growth through the end of the decade.

The town is also home to more than 600 businesses which employ over 18,000 people. Nearly two-thirds of these are in manufacturing. The large commercial base affords Wilmington's denizens a favorable residential property rate. The overall assessed value of taxable properties for the town's 1996 fiscal year is approximately $1.5 billion. Total municipal expenditures for the last fiscal year exceeded $40 million.

For over 200 years Wilmington was governed by the Open Town Meeting and Board of Selectmen. As the town grew, the corresponding expansion in services began to overburden the citizen boards and officials. By 1950 the townspeople recognized the need for a full-time, professional town administrator and adopted a Town Charter mandating a strong Town Manager form of government. Day-to-day operations of the town are now run by the Manager acting under the advice of the Board of Selectmen. Professional employees head the various town departments and are guided by appointed and elected citizen boards.

With a rapidly expanding population Wilmington is again experiencing the pressures of growth and the rising costs that accompany expansion. With thoughtful planning and management it is hoped that the town will continue to retain the best of its past, while carefully developing its assets for the future.

# STATE AND COUNTY SERVICES

## THE STATE

The Constitution of the Commonwealth of Massachusetts, adopted in 1780, serves as the basis of both state and local government. All citizens are guaranteed certain individual and civil rights, and are subject to and protected by state laws and regulations. The legislature, called the Great and General Court, comprises the Senate and the House of Representatives. They enact legislation, levy state taxes, and establish courts and other state agencies.

General Laws, which pertain to all, require that each community provide essential services such as public safety, education, and taxation. The legislature may not pass laws affecting only one town unless asked to do so by that town, or by the governor and a 2/3 vote in each house. Such laws are called Special Acts.

In 1966 the Home Rule Act granted Massachusetts' cities and towns the right to self-govern in local matters, and to adopt or amend their charters. The state reserves the rights to regulate elections; levy, assess, and collect taxes; borrow money or pledge credit; enact civil law governing private relationships; and to define and punish felonies and impose imprisonment.

The Constitution also provides for a system of courts to interpret the laws and administer justice impartially. The State Courts consist of the Supreme Judicial Court, the Appeals Court, and the Trial Court. The Trial Court has seven departments: Superior; District; Probate; Land; Juvenile; Housing; and Boston Municipal Courts. A number of the Trial Court departments hold sessions and are administered by Massachusetts' 14 counties.

## THE COUNTY

Wilmington is one of 54 communities in Middlesex County. The city of Cambridge is the county seat, and houses the offices of the Middlesex County Commissioners, District Attorney, and Treasurer. The Registry of Probate and the Registry of Deeds have offices in both Cambridge and Lowell. Superior Courts also sit in both Cambridge and Lowell to hear the most serious criminal and civil cases. Lesser violations of criminal laws and civil actions are heard by a number of District Courts including those in Cambridge, Lowell, and Woburn. The Middlesex County House of Corrections is located in Billerica.

In addition to operating portions of the state's judicial and penal systems, Middlesex County provides health facilities, funds for public works projects, agricultural programs, and the registration of deeds, mortgages, and property titles. County services are financed by assessments on cities and towns, and by fees collected for certain services.

Three elected County Commissioners manage the county's business and properties with the assistance of an appointed County Administrator. Their duties include preparing the budget, holding public hearings, and printing an annual report. Other elected county officials are: Treasurer, Sheriff, Registrar of Probate, Registrar of Deeds, Clerk of Courts, and District Attorney. All serve 6-year terms except the District Attorney and County Commissioners, who are elected every four years.

# TOWN GOVERNMENT

Although all towns in Massachusetts are subject to the General Laws of the Commonwealth, there is a strong home-rule tradition in the state. A town has almost complete authority with which to carry on its government, provided it operates within these laws.

## THE TOWN CHARTER

Prior to 1950 Wilmington was governed by the Town Meeting, the Board of Selectmen, and numerous elected individuals and boards, operating under a series of legislative acts, bylaws, and various customs established over the years. As the town's population grew, the demand for expanded services placed an increasingly heavy burden on the officials.

In 1950, therefore, Wilmington requested that the Massachusetts Legislature enact Chapter 592, "An Act Establishing a Town Manager Form of Government for the Town of Wilmington." The citizens of Wilmington voted to adopt it on July 5, 1950. Under the Charter the office of Town Manager is invested with considerable responsibilities and appointive powers, but the authority of the voters to amend, alter, or adopt the Town Bylaws is preserved.

As stipulated in the enabling legislation under which it was created, the Charter may be amended by a vote of the Town Meeting to petition the General Court. Such amendments cannot be made more often than every three years.

The Charter generally defines the manner in which Wilmington's government is organized. The duties and responsibilities of the various officials, departments, boards, and committees are described in the following sections.

## MULTIPLE OFFICE HOLDING

The Charter states that members of the Finance Committee, the Board of Selectmen, and the School Committee, as well as the Town Manager may not concurrently hold any other elective or appointive town office. In addition, no elected or appointed town officials may participate in "official acts" concerning contracts with the town in which they have an interest, except as permitted by state law.

## BOARD OF SELECTMEN

Wilmington's Board of Selectmen consists of five unpaid members elected to three-year, overlapping terms. The chairman is elected each year by its members. Selectmen are acknowledged by the Mass. General Laws as being the town's chief elected officers.

The Selectmen appoint, and may remove, the Town Manger. They also appoint the Board of Appeals, the Board of Registrars and Election Officials, Constables, Town Counsel, and the Town Accountant.

Duties of the Board of Selectmen include preparing the warrant for town meetings and laying out streets for acceptance as public ways. The board also serves as the licensing authority for numerous business activities, such as auto dealerships and the sale of alcoholic beverages.

The Selectmen work in cooperation with the Town Manager, and with other town boards and officials. Occasionally they meet jointly with another board or committee to publicly deliberate issues of importance to the town.

The Board of Selectmen meets twice a month. All meetings are open to the public except in rare cases when, by law, certain items may be discussed in executive session.

## TOWN MANAGER

In 1950 the Town of Wilmington adopted the Board of Selectmen - Town Manager form of government.

The Board of Selectmen appoints the Town Manager for a term of three years. He must be a person especially qualified by education, training, and previous full time paid experience as a town or city manager, or assistant, to perform the duties of the office. The Town Manager is appointed without regard to political beliefs, and need not be a resident of the town or of the Commonwealth when appointed.

The Town Manger's specific responsibilities include the supervision and direction of all departments, commissions, boards, and offices except those elected by the voters or under the direction of the Board of Selectmen. He is assigned the specific responsibility for the selection, appointment, promotion, and removal of town employees. The Manager must attend all meetings of the Board of Selectmen, keep the Selectmen advised as to the needs of the town, and recommend to them for adoption such measures as may be necessary or expedient. He must also keep full and complete records of the office.

The Town Manager is responsible for the maintenance of town-owned buildings, the purchasing of all supplies for the various town agencies, the disposal of property considered surplus to the needs of the town, and the enforcement of the town's bylaws and regulations established by the Selectmen. In addition, the Manager must perform such other duties consistent with the office as may be required by the bylaws, or by a vote of either the Town Meeting or the Board of Selectmen.

As chief fiscal officer for the town, the Town Manger is responsible for the preparation and execution of the budget. At least 90 days prior to the Annual Town Meeting the manager must submit to each member of the Finance Committee and the Board of Selectmen a copy of the annual budget which must contain a detailed estimate of the probable expenditures of the town for the

ensuing fiscal year. The budget must also include a statement of expenditures for the same purpose in the two preceding years, a statement of the revenues received by the town in the preceding two years, an estimate of the probable amount to be raised by taxation to defray all of the expenditures proposed, and an estimate of the tax rate.

Under the Charter the Town Manager has the power to create and dissolve boards and committees. Currently the Property Review Board, the Community Development Committee, and the Executive Loss Control Committee advise the Manager. Certain department heads and town officials serve on these internal committees.

Occasionally the Manager, upon the advice of the Selectmen or the Town Meeting, appoints an *ad hoc* committee to study a particular issue or problem, report its findings, and propose possible solutions within a specified time. Such committees are disbanded once their work is completed. The Economic Development Commission, the Committee on Unaccepted Ways, and the Master Plan Advisory Committee are examples.

## ASSISTANT TOWN MANAGER

The position of Assistant Town Manager was created in 1974 to help relieve the workload of the Town Manager. The Assistant is a full time, salaried appointee of the Town Manager who provides help as needed in all areas of municipal administration. Currently the Assistant Town Manager is responsible for overseeing all of the town's insurance coverages, developing Wilmington's recycling program, and making sure that the town meets certain regulatory requirements established by the state. The Assistant also represents the town at meetings of various regional and state agencies.

## TOWN MODERATOR

The Town Moderator is elected every three years to preside over the Town Meeting, and serves without pay. The Moderator maintains order and decorum by enforcing the town's parliamentary procedures as outlined in The By-laws of the Inhabitants of the Town of Wilmington. The Town Moderator also serves on the committee responsible for appointing the Finance Committee.

## TOWN COUNSEL

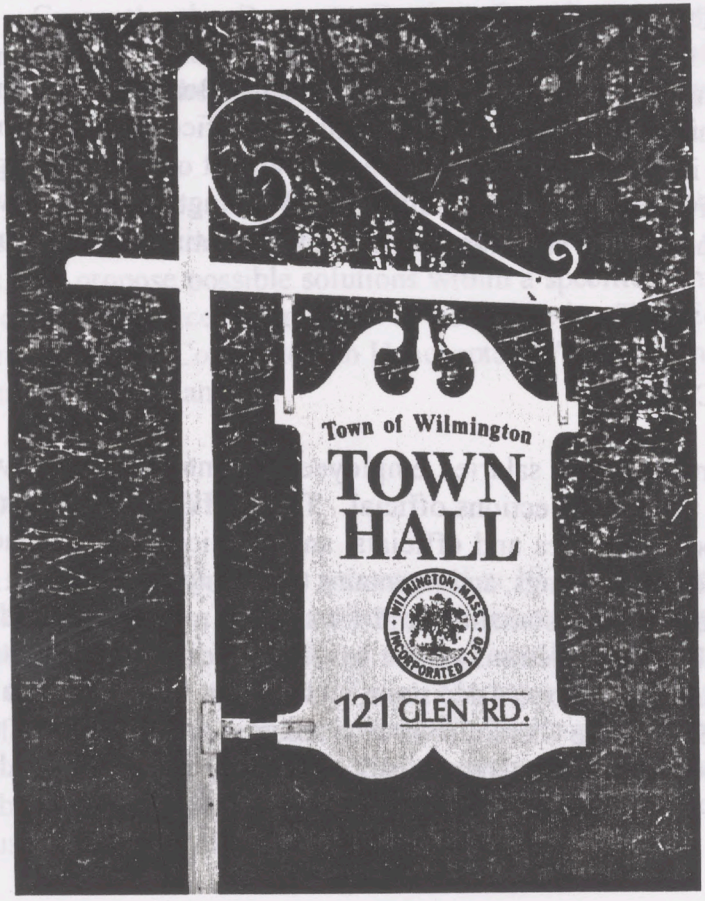
The Town Counsel is a paid appointee of the Board of Selectmen who renders legal opinions to all town departments and officers. He or she represents the town and its boards in court proceedings and at official hearings, and interprets town bylaws or state statutes affecting Wilmington. The Town Counsel also reviews the articles submitted for the town meeting warrant for proper wording and form.

## TOWN CLERK

The Town Clerk is a salaried employee appointed by the Town Manager who serves as the chief elections official. The Clerk supervises the preparation of ballots, polling places and officials, and election results; conducts the annual census and street listings; and maintains the voting and jury lists. He or she is the registrar of all vital statistics, and files birth, marriage, and death certificates; records all official actions of the town, including town meeting proceedings, planning and zoning board decisions, and tax lien filings; and maintains the town's public records. The Clerk also issues licenses, and administers the oath of office to all elected and appointed members of Wilmington's boards and committees.

## BOARD OF REGISTRARS

The Board of Registrars consists of three paid members who are appointed to 3-year staggered terms by the Selectmen, and the Town Clerk. The Board is responsible for registering voters and for certifying signatures of voters on nominating papers, warrant articles, and initiative petitions. They may also assist with Town Meeting and local elections.



# TOWN ELECTIONS

## VOTING REQUIREMENTS

To vote in Wilmington a person must be a citizen of the United States; a resident of both Massachusetts and of Wilmington; at least 18 years old on Election Day; and registered to vote.

Citizens may register in person at the Town Clerk's office during Wilmington Town Hall's regular business hours (8:30 a.m. to 4:30 p.m.). Residents may also register at any other city or town hall in Massachusetts, various state and federal social service agencies, and the Registry of Motor Vehicles; officials will forward the necessary paperwork to Wilmington. Mail-in registration is now permitted as well. Forms are available in a variety of public places, such as libraries and post offices.

When registering a voter may select membership in the Democratic, Republican, or Libertarian party, or choose to be unenrolled (no party status). In a primary election party members can only vote the ballot of their party; unenrolled voters may request the ballot of any party. In the Presidential Primary (but not a state primary), unenrolled voters automatically become members of the party whose ballot they select unless they submit a change of enrollment form to the Town Clerk after voting.

The deadline for registering for an election is 20 days prior to the election date; for local elections the deadline is ten days prior. A voter's registration remains valid as long as the citizen remains a resident of Wilmington, keeps a current address on file with the Town Clerk, and answers the annual census each January.

Voters unable to appear at the polls on election day, or are physically disabled, may vote absentee. To apply for an absentee ballot, contact the Town Clerk. Completed ballots must be returned no later than the closing time of the polls on election day.

## ELECTIONS

**Election Timetable**

| | | |
|---|---|---|
| Town Meeting | Annual | 3rd Saturday in April |
| State Primary | Even years | 7th Tuesday prior to General Election |
| State Election | Even years | 1st Tuesday after the 1st Monday in November |
| National Primary | Every 4 years | 1st Tuesday in March |
| National Election | Every 4 years | 1st Tuesday after the 1st Monday in November |

Wilmington's local elections are governed by The By-laws of the Inhabitants of the Town of Wilmington. The annual election takes place on the third Saturday each April, and is the first article of business on Wilmington's Annual Town Meeting warrant. Polls are open from 10:00 a.m. to 8:00 p.m. The following officials are elected by the town's registered voters:

Town Moderator, Board of Selectmen, School Committee, Housing Authority, Redevelopment Authority, and representatives to the Shawsheen Valley Regional Technical School Committee.

The Town Meeting is automatically adjourned from election day until the time and place specified by the Selectmen as stipulated in the by-law. Since 1980 the adjourned Annual Town Meetings have reconvened on the fourth Saturday of April in the WHS Cushing Memorial Gymnasium to take up the remaining articles on the warrant.

## RUNNING FOR OFFICE

Any Wilmington resident who is registered to vote can be a candidate for local elective office. He or she must obtain nomination papers from the Town Clerk; collect valid signatures of 50 citizens, with their names and addresses written exactly as they appear on the voting list; and return the signed papers with the Board of Registrars by the deadline set by the Selectmen.

## VOTER INFORMATION SERVICES

For additional information regarding government officials, elections, or voter registration contact the Wilmington Town Clerk's office at 658-3311 or call the Voter Information Phone (V.I.P.) at 1-800-882-1649. The V.I.P. is a service of the League of Women Voters of Massachusetts, and funded by the Lotte E. Scharfman Citizen Education Fund.

## TOWN MEETING

The conduct of Wilmington's Town Meetings is described in Chapter 2 of The By-laws of the Inhabitants of the Town of Wilmington. At least seven days before any town meeting the Town Constable must post a notice of the meeting in each of the Town's precincts. A quorum of 150 registered voters is required before the Town Moderator can call the meeting to order.

All motions and remarks throughout the meeting must be addressed to the Moderator, and a speaker must seek permission from the Moderator before addressing any other member at the meeting. Following the main or original motion under an article, any voter may speak for or against the proposal, and may offer certain other motions. Other parliamentary rules guiding Town Meeting are also specified in the by-law.

The Chairman of the Finance Committee states the recommendation of the committee on each article after it is moved. If the article under consideration falls within its jurisdiction, the Planning Board also states the recommendation of the board.

After discussion all motions are put to a voice vote first, except those requiring more than a simple majority. If dissatisfied with the Moderator's decision on a voice vote, seven members may, by rising at their seats, request a standing vote. The Moderator must then ask the tellers to take the count , or may order a vote by roll call. If ordered by the Meeting, the vote on any motion must be taken by written ballot with the use of the check list.

**Annual Town Meeting**

The adjourned portion of Wilmington's Annual Town Meeting, which begins with the Town Election, is convened at 10:30 a.m. on the fourth Saturday in April to take up the remaining articles on the warrant. Articles dealing with the Town Elections, committee reports, payment of bills, and the borrowing or appropriation of monies for the town's expenses and/or capital expenditures are taken up first. All other articles are selected by the Moderator in a random drawing.

**Special Town Meetings**

The Selectmen may call a Special town Meeting at any time they deem necessary and, when possible, give at least 20 days' notice. These meetings are usually held in the Barrows Auditorium of Wilmington High School. Registered voters may place articles on the warrant by presenting petitions signed by at least 100 registered voters to the Selectmen by the deadline stipulated. All articles at a Special Town Meeting are drawn randomly by the Moderator.

With 200 or more certified signatures, voters may petition the Board of Selectmen to call a Special Town Meeting. By law the Selectmen must, within 45 days, hold a Special Town Meeting if all aspects of the law have been fulfilled.

**The Warrant**

The Selectmen are responsible for drawing up and signing the warrants for all Town Meetings. The warrant provides the agenda for discussion of the issues and action on each article. Articles are placed on the warrant at the request of Town officers, boards, and departments, and by petition of citizens bearing the required number of signatures (10 for the Annual Town Meeting; 100 for a Special Town Meeting).

At least 10 days prior to the Meeting, the Finance Committee must conduct a public hearing to review the warrant. A copy of the warrant for the Annual Town Meeting and the recommendations of the Finance Committee are mailed to voters at least seven days before the meeting.

Wilmington Town Hall (formerly the Glen Road Elementary School), 1996

# TOWN FINANCES

## FINANCIAL ADMINISTRATION

The Town of Wilmington is a municipal corporation with annual expenditures in excess of $35,000,000. The Town's financial operations are administered by the following officers and committees: the Selectmen; the Finance Committee; the Town Clerk; the Treasurer/Collector; the Board of Assessors; the Trustees of Trust Funds, the Town Accountant. The Town Manager is the chief fiscal officer.

## THE FINANCE COMMITTEE

The Finance Committee is made up of nine registered voters appointed by the Town Moderator, the Chairman of the Board of Selectmen, and the last Chairman of the Finance Committee. Members serve for overlapping three-year terms, and are not paid. Members may not serve in any other elected or appointed town office while on the Finance Committee.

As proscribed by The Bylaws of the Inhabitants of Wilmington, the Finance Committee holds at least one public hearing to review the warrant a minimum of seven days prior to a Town Meeting. The Committee considers all matters concerning the transfer, raising, and appropriation of monies, and prepares a report with recommendations for each article. Before the Annual Town Meeting a copy of the warrant with the Finance Committee's recommendations is sent to each household.

The final authority for adopting a budget rests with the voters at Town Meeting. They may vote to follow the recommendations of the Finance Committee, or may change the proposed budget through amendments or substitute motions.

## THE BUDGET

Wilmington's Charter requires the Town Manager to prepare an annual budget based on estimates of appropriations submitted by all town boards, officers, and committees. The Manager must present the budget to the Board of Selectmen and the Finance Committee at least 90 days before the Annual Town Meeting. The budget contains detailed estimates of probable expenditures for the coming fiscal year, statements of actual revenues received and expenses incurred for each of the previous two years, and the probable amount of money to be raised through taxation. Budgets for Wilmington's public schools and the Shawsheen Valley Regional Tech are submitted by their respective school committees.

The Finance Committee then reviews the town's budget, and prepares its recommendations for the voters at Town Meeting. The appropriation of funds for the budget is one of the most important functions of the voters at Town Meeting. The town's budget is voted by line item, but state law requires that the educational budgets be independent of Town Meeting's actions, so only the bottom line totals for the schools' budgets are presented to the voters.

## SOURCES OF REVENUE

Real estate and other property taxes are Wilmington's main source of income. Since 1980 a state law known as Proposition 2-1/2 has limited the town's ability to raise property taxes. The town's total tax levy cannot increase by more than 2.5% each year. An additional amount reflecting growth of the tax base due to development can be added to the levy limit, but otherwise the two-and-a-half percent cap cannot be exceeded without a town election to *override* the limit or to authorize either a *capital exclusion* or a *debt exclusion*.

Allocations from the state to the town, know as Local Aid, are summarized each year on 'the Cherry Sheet', so named because the form was originally printed on pink paper. Wilmington receives both reimbursement of expenses and certain

services from the state for participating in various state-sponsored programs. These include education funding and payments for construction and maintenance of streets and sidewalks. Local aid also includes a percentage of state revenues from lottery receipts.

Motor vehicle excise taxes are another important source of revenue for the town. Owners of automobiles are assessed an annual fee based on the value of their vehicles. Proposition 2-1/2 cut the rate from $66 per $1,000 of value to the current rate of $25 per $1,000.

Other sources of income for the town comes from federal and state grants; fees for licenses, permits, and fines; investments; water and sewer rates; and special assessments.

## THE BOARD OF ASSESSORS

The Board of Assessors consists of three salaried members, including the Principal Assessor, who serves as the chairman. Members are appointed by the Town Manager, and are responsible for determining the full and fair cash value of real and non-exempt personal property for tax purposes. Land values, new construction, and depreciation are all factors included in the evaluation process. Certain properties, such as forests, farmland or recreational areas may qualify for preferential treatment.

Taxpayers may appeal their property assessments by filing a written request for abatement with the Board within 30 days after the mailing of the first actual, not preliminary, tax bill. The Board's decisions can be appealed to the State Appellate Tax Board, or, in rare cases, to the County Commissioners.

Computing the tax rate is a second major duty of the Board of Assessors. A formula based on the town's total valuation of taxable property as figured above, the tax levy (the amount to be raised from property taxation), and the town's

residential, commercial, industrial, and personal property classifications is used to calculate a rate which will generate adequate revenues to finance the town government.

Both the local assessment procedures and Wilmington's tax rate are subject to approval by the Massachusetts Department of Revenue.

## THE TAX RATE

Wilmington's tax rate is based on the estimated total of money needed to cover all of the town's anticipated expenditures for the coming fiscal year. These include the expenditures authorized by the voters at Town Meeting plus certain state assessments and bills not requiring Town Meeting approval. The Board of Assessors calculates the rate by subtracting all income expected from state aid, estimated receipts, or available funds from the total expenditures. The remainder is divided by the town's total valuation of property, and expressed as a ratio per each $1,000 of valuation:

$$\text{Tax Rate} = \frac{\text{Amount of Revenue to be Raised}}{\text{Town's Total Valuation of Property}} \times 1{,}000$$

The Board of Assessors presents the proposed tax rate to the Selectmen at a public hearing, The Selectmen can decide whether to shift some of the tax burden between the various classifications of property owners. Residential property in Wilmington is currently taxed at a lower rate than commercial, industrial, and personal properties.

## TAX BILLS

Wilmington's fiscal year runs from July 1 to the following June 30, and coincides with the state's fiscal year. Property tax payments are due and payable in quarterly installments on February 1, May 1, August 1, and November 1 of each

year. Motor vehicle excise taxes must be paid to the Town Treasurer/Collector's office within 30 days of receipt of the bill.

## THE TOWN TREASURER/COLLECTOR

Wilmington's Charter calls for both a Treasurer and a Collector to be appointed by the Town Manager, but stipulates that one person may serve in both capacities. Today the town employs a fulltime, paid Treasurer/Collector, sometimes also referred to as the Finance Director.

Responsibilities of the Treasurer include preparing the weekly payroll, monitoring the town's cash flow, and arranging for long-term and short-term borrowing. The Collector receives property and excise taxes, payment for water, sewer, and ambulance services, and betterment charges. The Treasurer/Collector controls all municipal bank accounts, serves as custodian of all town funds, and handles tax titles and foreclosure proceedings for non-payment of taxes.

## TOWN ACCOUNTANT

The Town Accountant is a salaried appointee of the Board of Selectmen, and is prohibited by the Town Charter from also serving as Treasurer/Collector. Duties include reviewing all requests for payment of town funds, preparing warrants on a weekly basis for payment of all bills owed by the town, and keeping records of all town expenditures. The accountant is responsible for charging each expense to the appropriate department, and making sure that charges do not exceed the department's approved appropriation. Each year the Town Accountant audits the accounts of each department, furnishes an annual report on the town's financial condition, and assists the Town Manager and the Finance Committee in preparing the budget.

## TRUSTEES OF TRUST FUNDS

The Town Manager appoints three trustees to manage the town's trust funds. The trustees direct the Town Treasurer on the investment of funds and securities held in trust for the benefit of the town, and authorize appropriate expenditures. Each year the trustees are required to publish an accounting of deposits, income, and each fund's balance in the Annual Town Report.

The Fire Department provides emergency service 24 hours a day.

# MUNICIPAL SERVICES

## PUBLIC SAFETY

### POLICE DEPARTMENT

The Wilmington Police Station built in 1960 is located on Adelaide Street across from Rotary Park, between Middlesex Avenue and Church Street. An adjunct facility houses the Detective Department in the Swain School is equipped with laboratories for fingerprinting and other criminal investigation activities. The Wilmington Police Department participates in the law enforcement communications network.

The Police Department staff includes the Chief of Police, a Deputy Chief, two Lieutenants who serve as the Operations Divisions Commander and the Administrative Division Commander, six sergeants, 31 patrolmen, as well as clerical and dispatch personnel. Promotions and appointments are based on competitive civil service exams and qualifications. Appointments are made by the Town Manager upon recommendation of the Police Chief.

The principle responsibility of the Wilmington Police Department is the protection of people and property through the enforcement of criminal laws and traffic regulations as well as certain local by-laws. The Police Department has a trained Tactical Squad which works in conjunction with other communities. The Police Department also provides public education programs such as DARE. This program is given in the Wilmington Schools to prevent drug abuse. The Safety Program given in the Wilmington schools emphasizes bicycle safety, and personal safety.

In 1993, the Police Department adopted the community policing concept which established as its objective a partnership between the police department and the community. Officers were assigned as liaisons to individual neighborhoods, and a Citizens Advisory Board was established. In 1995, the Police Department

conducted its first Citizens Police Academy to further expand education regarding police department operation into the community.

## FIRE DEPARTMENT

Wilmington's Fire Station is located close to the center of town on Church Street. The station was built in 1952 as a combined Police and Fire Station. In 1960, when a new police station was built, the Fire Department occupied the entire building.

The Fire Department staff consists of the Fire Chief, a Deputy Chief, five Lieutenants, 27 Firefighters and two Dispatchers. Four of the five lieutenants are in charge of on duty units. The fifth is the department's fire prevention officer. The Fire Chief, upon approval of the Town Manager, also appoints call firefighters who are paid hourly when called upon to respond to a fire or emergency. All promotions and appointments in the Fire Department are based on competitive civil service exams and qualifications. Appointments are made by the Town Manager upon recommendation of the Fire Chief.

The main responsibilities of the Fire Department are prevention and extinguishing of fires. Fire prevention includes regular fire safety inspections of business and industry, nursing homes, schools, and places of public assembly. Fire prevention and safety instruction is given by firefighters throughout the year and highlighted during Fire Prevention Week in October. Fire Department recommendations and approval are required in all new construction. The Fire Department also enforces the residential smoke detector regulations and all underground storage tank regulations, and issues permits for oil burner installations, the storage of flammable liquids, and the storage or use of explosives.

The Fire Department provides emergency medical service on a 24 hour basis. Firefighters are trained as Emergency Medical Technicians. Paramedics and an Advanced Life Support Unit (ALS) from the Lahey Clinic in Burlington respond

to medical emergencies. A local response team is now stationed in Wilmington. Med-Flight helicopter service from Boston is also available for medical emergencies through the Fire Department's mutual aid system. Wilmington's Fire Department equipment currently includes three ambulances with two semiautomatic defibrillators.

Wilmington is a member of the District 6 Hazardous Materials Response Team. The Haz Mat Team responds to incidents involving hazardous chemicals and explosives. Two members of the Wilmington Fire Department are members of the regional team.

## EMERGENCY MANAGEMENT

State law in Massachusetts requires that each city and town in Massachusetts have an Emergency Management Director and a Local Emergency Planning Agency in case of natural disasters or defense related emergencies.

The Emergency Management Director in Wilmington is appointed by the Town Manager and is responsible for the organization and administration of The Local Emergency Planning Agency. The Emergency Management Director works closely with the state agency, Massachusetts Emergency Management (MEMA), and the Federal agency, Federal Emergency Management (FEMA).

The present Emergency Management Director is the Fire Chief. All other personnel are volunteers. The local unit is presently housed in the basement of the old Town Hall on Middlesex Avenue.

## ANIMAL CONTROL OFFICER

The Animal Control Officer is a salaried town employee whose main duties are to make sure all dogs are licensed; to pick up stray, injured or killed dogs; to

investigate complaints and to enforce the leash law. Dog licenses must be renewed annually by June 1st and are purchased at the town clerk's office. A certificate of rabies vaccination within two years must be shown at the time of licensing.

Town bylaws require that a dog be restrained at all times when off the owner's property on a leash no more than six feet long. Owners are subject to a fine for any dog picked up by the animal control officer. All complaints and requests for assistance with any kind of animal problem should be directed to the Animal Control Officer at the police station.

## FACILITIES MAINTENANCE

**Public Buildings Department**

The Public Buildings Department is responsible for approximately 516,000 square feet of building space. The department provides custodial services for all school buildings and most of the general government buildings. In addition to the custodial services, the department repairs and maintains all of the Town's municipal buildings. Public Buildings provides for the complete set-up at all Town elections and the Annual and Special Town Meetings. The Superintendent of Public Buildings is appointed by the Town Manager.

**Permanent Building Committee**

The Permanent Building Committee (PBC) was established by the Annual Town Meeting in 1957 to purchase land, to prepare architectural plans, and to supervise the construction of all town-owned buildings, including schools. The committee consists of five members appointed by the Town Manager, subject to confirmation by the Board of Selectmen. Other town boards have representatives who participate in an advisory but non-voting capacity at meetings.

Past projects include construction of the library, the Shawsheen, Boutwell, and Glen Road Schools, and the renovation and addition to Wilmington High School.

# DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is responsible for highways, trees, parks, cemeteries, water, sewers, refuse and recycling. Supervising all these divisions is the Superintendent of Public Works, who is a salaried employee appointed by the Town Manager.

**Engineering**

The Engineering Division is headed by the Town Engineer. The Engineering Division assists town departments, boards and commissions with engineering related projects, such as drainage problems, review of subdivision plans and inspection of subdivision roadway construction.

**Highway Division**

The Highway Division is responsible for the care and maintenance of the roads, sidewalks, parking areas, and traffic lights. Its duties include plowing, sanding, and sweeping the streets.

**Parks and Grounds**

The Parks and Grounds Division is responsible for the maintenance of Wilmington's commons, parks and recreation areas. Parks and Grounds staff also maintain municipal building grounds and all playing fields on school grounds.

**Cemetery Commission**

The Cemetery Commission consists of three members appointed by the Town Manager for three-year overlapping terms. This Commission sets the policies for the Wildwood Cemetery, which is maintained by the Department of Public Works.

**Tree Division**

The Tree Division is responsible for the Town's public shade and ornamental trees as well as maintenance of the trees on the Town Common.

Wilmington is committed to recycling.

**Household Rubbish Collection**
Wilmington is a member of a regional consortium of 23 communities know as NESWC (Northeast Solid Waste Committee). All refuse is disposed of at a trash-to-energy facility located in North Andover. The Department of Public Works oversees the contract for curbside collection of household rubbish. If homeowners have any questions or complaints, they should call 658-4481.

**Recycling**
In August, 1993, the Town implemented a townwide residential recycling program. Recyclables are collected at curbside on the same day as trash every other week. A published schedule and list of acceptable recyclables is available at the Town Hall. The Department of Public Works also maintains a composting center for grass and leaf disposal, and provides curbside leaf collection service in the fall and spring each year. The DPW sponsors an annual Household Hazardous Waste Collection Day. The dates are announced in the local papers.

**Water and Sewer Department**
The Water and Sewer Department is headed by the Water Superintendent who is appointed by the Town Manager. The department is responsible for the pumping, treatment, and distribution of the town's water supply, which is drawn from five primary and several auxiliary wellfields. Two water treatment plants operate in accordance with regulations established by the Commonwealth of Massachusetts Department of Environmental Protection (DEP) and the federal Environmental Protection Agency (EPA). The Water and Sewer Department also operates the sanitary sewer collection system, which services approximately 20% of the town, and includes pumping stations and a septic waste disposal station.

**Water and Sewer Commission**
This board consists of three unsalaried members appointed by the Town Manager for staggered three-year terms to oversee the water and sewer systems. They establish rules and conditions or orders for the introduction, use, and governing of the public water supply and municipal sewer system as they deem proper or expedient for the interest of the town.

## MASSACHUSETTS WATER RESOURCE AUTHORITY

Wilmington is a member of the Massachusetts Water Resource Authority (MWRA) While the MWRA was established by the Legislature in 1984 with the mandate to provide water and sewer service to communities in the Boston metropolitan area, Wilmington only receives sewer services. The Authority sets assessments for member communities.

## OTHER PUBLIC UTILITIES

Electric power is supplied to Wilmington by the Reading Municipal Light Department. Piped and bottled gas is available through the Colonial Gas Company, located in Lowell.

The Wildwood Cemetery is maintained by the Department of Public Works.

# COMMUNITY DEVELOPMENT

## PLANNING AND ZONING

### PLANNING BOARD

The Planning Board is the body responsible for Town Planning and for the administration of the Zoning By-Law and of the Subdivision Control Law. Wilmington's Planning Board was established in 1926 under the authority of Mass. General Laws, Chapter 41, Sec. 70 (since revised). Partial responsibilities under the law are to:

- undertake studies of land use, economic development, housing, transportation, and other matters related to community development;
- compile and maintain maps, statistics and records related to land use and development;
- initiate and/or review zoning changes and changes to the zoning by-law;
- review individual proposals for development and for compliance with the subdivision regulations and zoning by-law;
- prepare applications and administer grants related to planning and development;
- prepare inventories of town resources;
- review and report with regard to alteration, relocation or discontinuance of public ways.

The Board may be composed of five to nine members appointed by the Town Manager for staggered five-year terms. In 1996, the Planning Board consisted of five "volunteer" (i.e. unpaid) members who work with staff in the Planning and Conservation Department. Services of the Engineering Division and professional consultants are also used.

## ZONING

The present Zoning by-law (as amended) was originally adopted in 1955, and was called a "model" by Time magazine. In order to promote more efficient growth, to retain the traditional pattern of the Town , and to defer demands on town services, the residential land was zoned with smaller lots in and around the older centers of population. Gradually larger lot areas and frontages are required in the outlying areas. There are four residential zones: R10, R20, R60 and PRD (Planned Residential Development). The R10 zone requires an area of 10,000 square feet minimum; R20 an area of 20,000 square feet; R60 an area of 60,000 square feet.

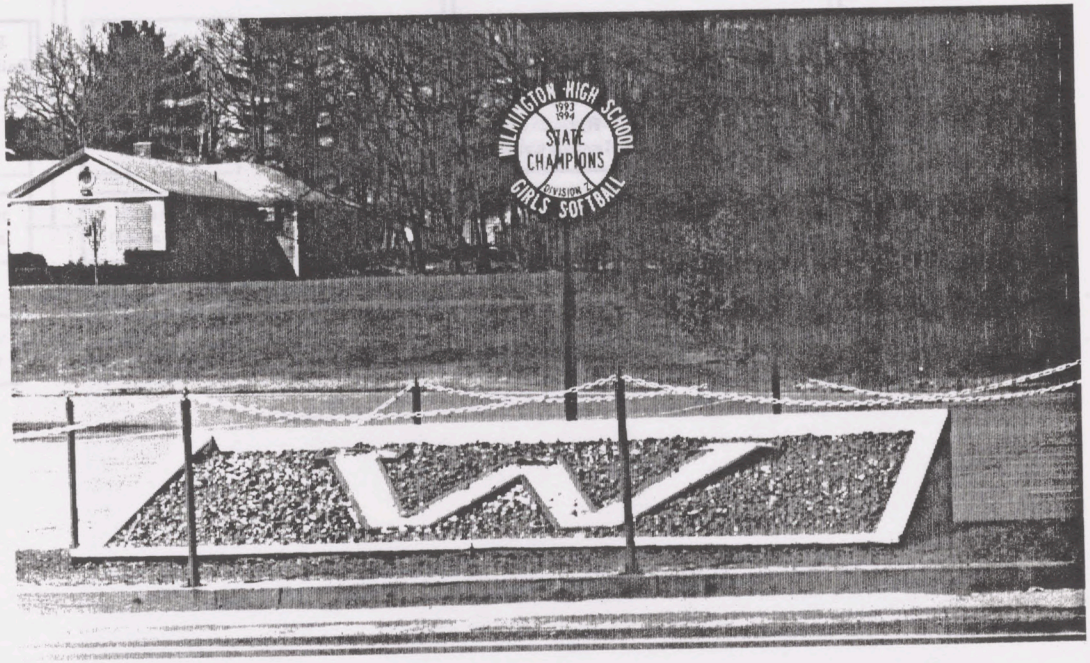
Two large tracts, one in the northern section and one in the southern section of town, both adjacent to Interstate 93, are zoned General Industrial. A few small Industrial areas are scattered through the town. Other non-residential zones include: Industrial Park, General Business, Neighborhood Business, and Central Business districts.

In the interest of conservancy, there is also a Flood Plain District (an "overlay") which severely limits structure and land uses. In addition, there are two GWPD (Ground Water Protection District) zones: A and B. Uses in these "overlays" also places further restrictions on uses.

Chapter 808 of the General Laws, enacted in 1975, specifies purposes and the manner in which zoning may be changed. Although many of the changes are originated by the Planning Board, other boards or individual citizens may petition. By statute, the Planning Board is required to hold an advertised public hearing on each proposal and make a report of its recommendations to the Town Meeting. A two-thirds favorable vote of the Town Meeting is necessary for implementation. The Attorney General then further rules on acceptance (i.e. as to conformance to General Laws).

The Inspector of Buildings is charged with the responsibility of interpretation and enforcement of the Zoning By-Laws.

Open space in Wilmington Center



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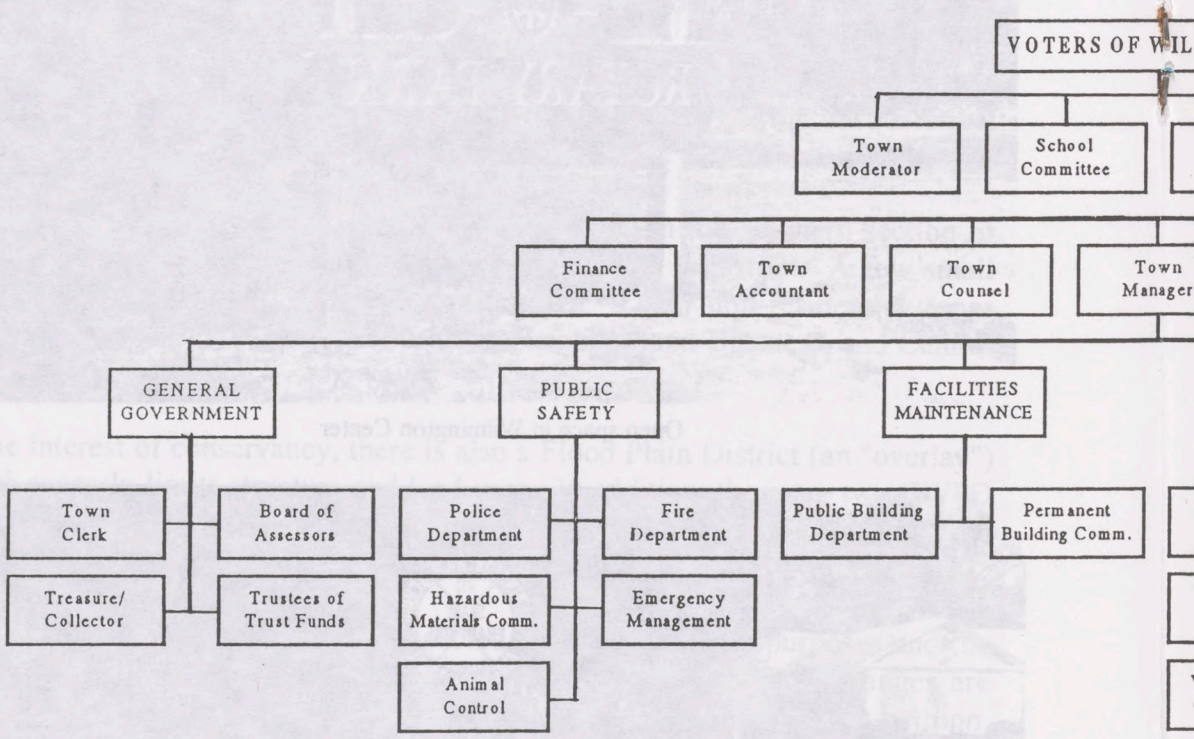
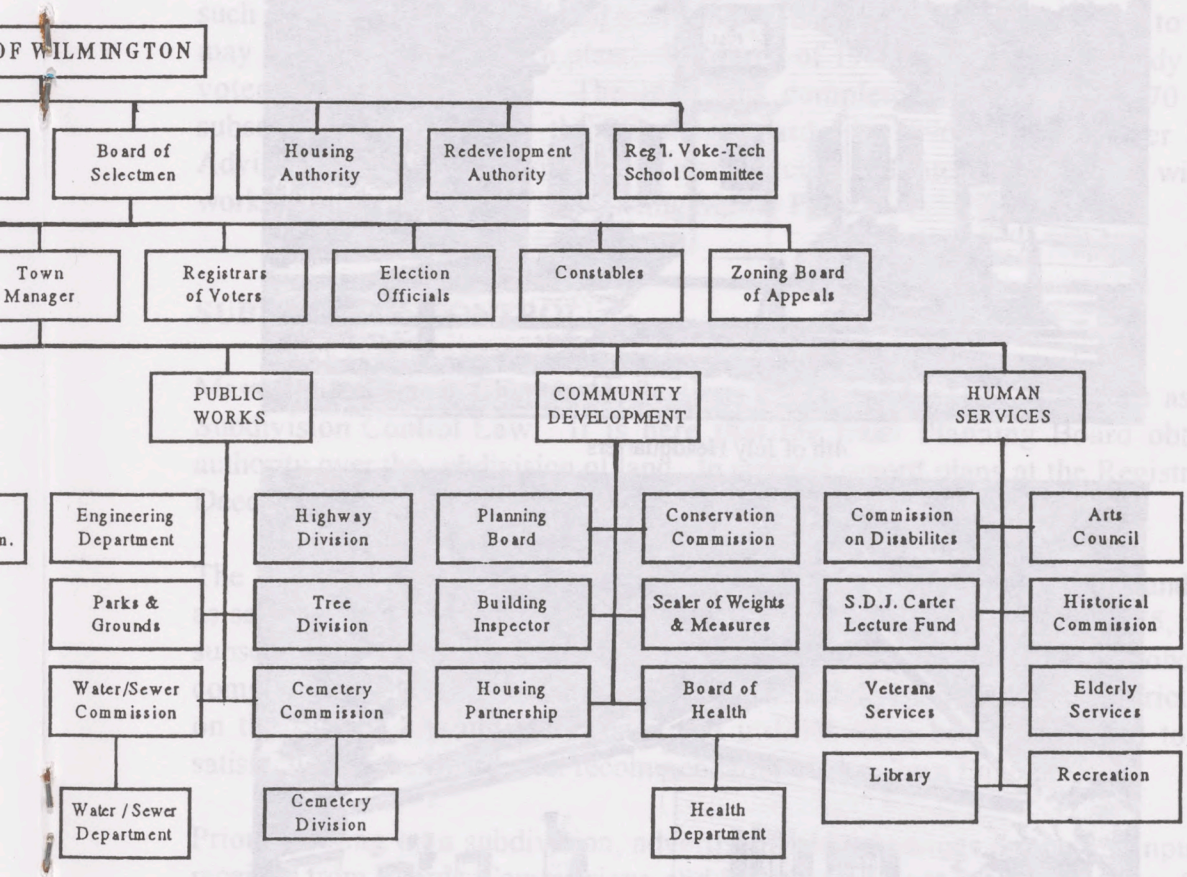
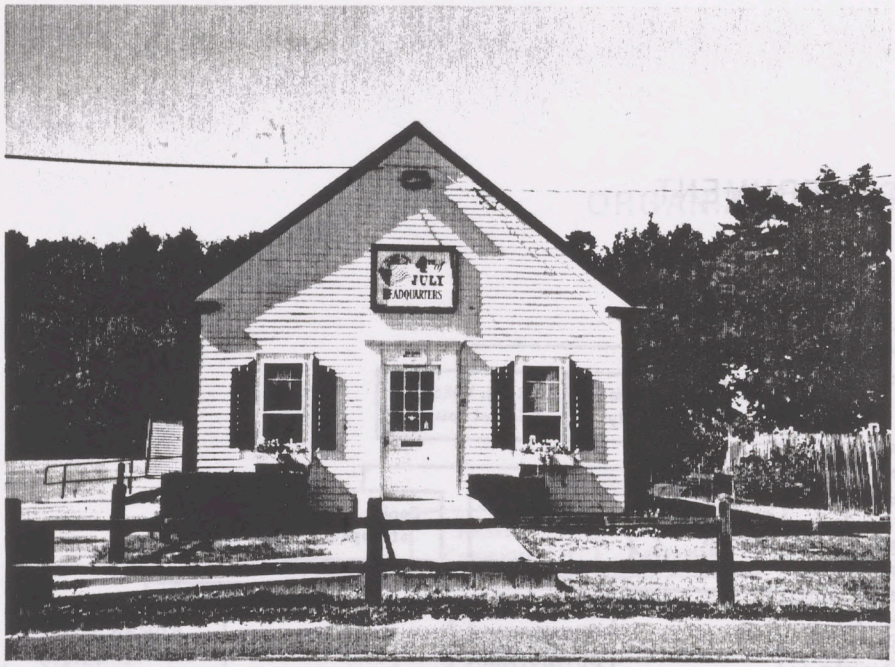


# INGTON TOWN GOVERNMENT






4th of July Headquarters

Wilmington Arts Center

## MASTER PLAN

Mass. General Laws, Chapter 41, Section 81D, states that any city or town established under section 81A "shall make a master plan of such city or town or such part or parts thereof as said board may deem advisable and from time to time may extend or perfect such plan." In March of 1966, a Master Plan Study was voted at Town Meeting. The plan was completed in May of 1970 and subsequently adopted by the Planning Board. In 1996, a new Master Plan Advisory Committee, consisting of Town officials and interested citizens, will be working on an updating of the existing Master Plan.

## SUBDIVISION CONTROL

Mass General Laws, Chapter 41, Sections 81K through 81GG, is known as the Subdivision Control Law. It is here that the local Planning Board obtains authority over the subdivision of land. In order to record plans at the Registry of Deeds, all plans must be signed by a majority of the Planning Board.

The Board requires that the developments meet the engineering design standards as set forth in its Rules and Regulations (re-written and adopted in 1975, with subsequent strengthening amendments). The developer must either post bond for completion of the roads and utilities within the subdivision, or accept restrictions on the sale of lots until the roads and utilities have been completed to the satisfaction of the Board after recommendation of the Town Engineer.

Prior to voting on a subdivision, advertised public hearings are held. Input is received from Boards, Commissions, and Divisions as well as the comments from the public. The Planning Board must render one of three possible decisions: Approved, Approved with conditions, Disapproved with reason(s).

## INSPECTOR OF BUILDINGS

In addition to enforcing and administering the zoning by-laws, the Inspector of Buildings (a full-time, salaried town employee) is also charged with the responsibility of enforcement of the state building codes. These codes concern structural strength and stability, adequate egress, proper light and ventilation, and other design specifications. All building plans are reviewed before a building permit is issued.

Permits are also required for plumbing, gas, and electrical work. Inspectors responsible for these areas work under the Inspector of Buildings. Fees are charged for each permit. Close liaison is maintained with the Board of Health and a building permit will be denied if the Town Sanitarian does not agree with the submitted septic system design.

## BOARD OF APPEALS

The Board of Appeals is established under Mass. General Laws, Chapter 40A, Section 12, and consists of 3 "volunteer" members and 3 "volunteer" associate members appointed by the Selectmen for overlapping three year terms. It is a quasi-judicial body acting only on petition. To try to overrule its decision, it is necessary to appeal to Superior Court within 20 days of the filing of the decision with the Town Clerk.

Powers and appeal procedures are further specified in subsequent sections of Chapter 40A. By statute, the Board of Appeals has the jurisdiction to hear and decide on the following:

- appeals from any decision of the Inspector of Buildings
- applications for Special Permits as controlled by the Zoning By-Law
- petitions for Variances from the Wilmington Zoning By-Law

- applications for a permit in accordance with the Official Map of the Town of Wilmington.

Public hearings are required on each petition. Notification is sent to each abutter (defined as anyone with property within 300 feet of the petitioned property) by certified mail, return receipt requested. Additionally, the Planning Board is directly notified, and the public is informed through two advertisements in a local paper. One or more of the associate members may substitute for a regular member who is absent, unable to act, or has an interest in the petition being heard.

Granting a Special Permit requires that the use complies with all of the requirements of the Zoning By-Law. Additional conditions and safeguards may be imposed as appropriate. Monetary bonds may also be levied to insure compliance.

Granting of a Variance (a use variance is specifically prohibited) is authorized after finding that all of the following four conditions are met:

- that there are circumstances relating to soil conditions, shape or topography which effect the structure or the land
- a literal enforcement would involve substantial hardship, financial or otherwise
- relief may be granted without nullifying or substantially derogating from the intent and purpose of the Zoning By-Law
- relief may be granted without substantial detriment to the public good.

## CONSERVATION COMMISSION

Wilmington's Conservation Commission was established in 1964 under the authority of Mass. General Laws Chapter 40, Section 8C, for the promotion and development of the town's natural resources and for the protection of Wilmington's watershed resources. Today the primary function of the

Commission is to administer and enforce the Wetlands Protection Act, Mass. General Laws Chapter 131, Section 40. The Act authorizes the Commission to determine whether proposed development or other activities within 100 feet of a wetland area would significantly affect eight specific wetland values which are in the public's interest to protect. These are:

- public or private water supply
- the groundwater supply
- flood control
- storm damage prevention
- prevention of pollution
- protection of land containing shellfish
- protection of wildlife habitat
- protection of fisheries

The Commission may have from three to seven members appointed by the Town Manager with the approval of the Selectmen. Members are unpaid volunteers serving three-year staggered terms. The Commission conducts public hearings to make a "Determination of Applicability" of the Wetlands Protection Act to a proposed worksite, or to review a property owner's "Notice of Intent" to work within a protected area. After the hearing the Commission may conduct a site visit and issue an "Order of Conditions", which must be met before the Town officially approves the completed project.

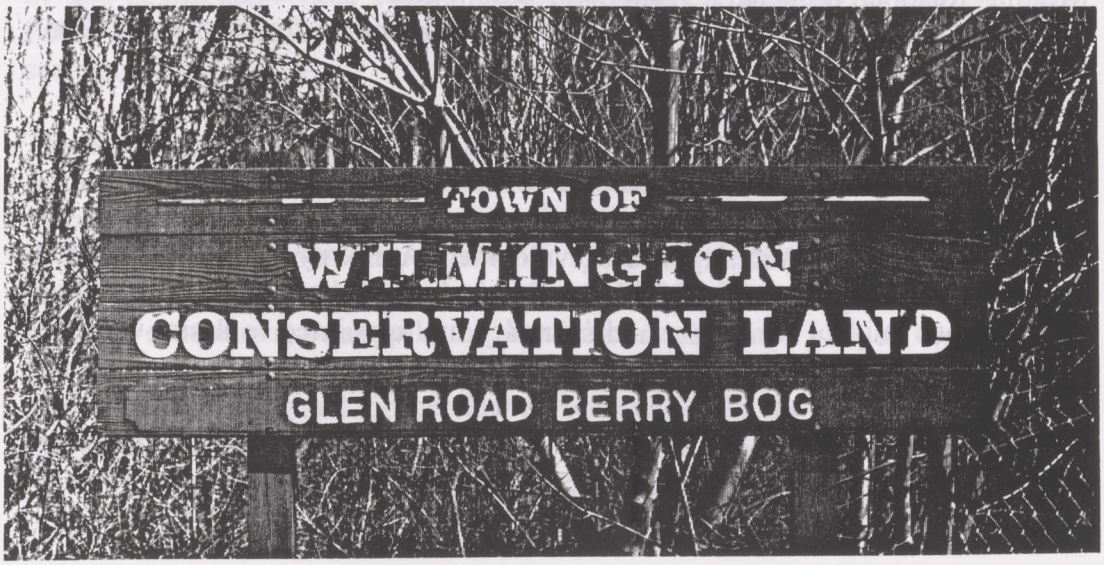
Other duties of the Conservation Commission include proposing changes and amendments to the town's zoning and building bylaws, and providing information to the public about the importance of protecting Wilmington's environmental assets. The commission is also responsible for drafting and implementing the town's Open Space and Recreation Plan, which encourages preservation of land for its scenic, recreational and esthetic values. Since 1964 the town has acquired over 500 acres of wetlands and other open space, which the commission maintains in its natural state for the benefit of Wilmington's residents. Conservation lands are open for hiking, fishing, skating, and similar recreational activities.

## THE PLANNING AND CONSERVATION DEPARTMENT

The Town employs a full-time, paid Director of Planning and Conservation who oversees the operations of the department. The director provides technical assistance to the Planning Board and the Housing Partnership; chairs the Property Review Board and Community Development Committee, serves as staff to the Master Plan Advisory Committee, and represents Wilmington at various regional planning meetings.

A full-time, paid Conservation Agent employed in the Planning and Conservation Department advises the Conservation Commission on technical issues, and reviews applications, assists the public in preparing filings, and investigates possible violations of environmental regulations. The agent also makes site visits to confirm wetlands delineations and compliance with the Commission's conditions.

Administrative assistants provide staff support for the Director and Conservation Agent. They are also responsible for taking minutes of the Planning Board and Conservation Commission meetings, and maintaining the files of both boards.



## METROPOLITAN AREA PLANNING COUNCIL

The MAPC was created in 1963 as a regional planning agency for 101 cities and towns in the Boston metropolitan area. The council prepares plans and provides technical assistance to communities for transportation, land use, economic development, water resources, and housing. MAPC also has a Data Center which provides demographic and economic data and projections of regional trends. In Wilmington, the council representative is appointed by the Town Manager for a three-year term.

The council's basic operating budget is derived from a per capita assessment on the cities and towns, as well as through grants received from the federal and state governments. MAPC membership ensures Wilmington's eligibility in many federal funding categories which offer grants and loans for local improvement projects.

The MAPC works with its communities through 8 subregional organizations. Wilmington's subregion is the North Suburban Planning Council, which consists of 3 representatives from each of the communities of Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester and Woburn. The NSPC provides a mechanism to these communities for communication, cooperation and implementation of common goals.

## REDEVELOPMENT AUTHORITY

Four members of the Wilmington Redevelopment Authority (WRA) are elected for staggered five-year terms. A fifth member is appointed by the State. All serve without pay. A paid consultant and secretary are appointed to assist with the operations of the authority.

The WRA was created by an act of the Town Meeting in 1966 to assemble and develop new industrial sites on a specific parcel of land located off Eames Street in

the southern industrial district of the Town. This area is now the Jewell Drive Industrial Park in which many businesses operate, providing significant real estate tax revenue for the town.

At the April 1985 Town Meeting, the scope of the Redevelopment Authority was expanded to include Routes 38 and 129 and the Town Center in order to coordinate local activities in relation to the proposed Route 129 Traffic Improvement Project. Recently they have been working with the state on the project to upgrade the Route 62 bridge and are working with an engineering firm to improve the traffic situation on Route 38 from Middlesex Avenue to Shawsheen Avenue (Route 129).

## BOARD OF HEALTH

The Board of Health consists of three members appointed by the Town Manager for three year staggered terms. They are responsible for protecting the public health of the community by adopting reasonable local health regulations and by carrying out preventative programs. The Director of Public Health who is appointed by the Town Manager is responsible for operation and administration of this department. The Public Health Department staff includes a full-time Public Health Nurse, an Animal Control Officer, several part-time inspectors, and secretarial staff.

The Public Health Department provides inspectional services which include restaurant, retail food stores, cafeterias in industrial buildings and schools, all mobile food trucks, ice cream trucks and caterers. The department also conducts percolation tests for the location of septic systems and septic system inspections. Other types of inspections conducted by the Public Health Department include nuisance complaints, noise pollution, hazardous waste spills, leaking underground storage tanks, safe and sanitary housing inspections, lead paint determinations and inspections, smoking and tobacco law enforcement, lake and beach water quality, and other miscellaneous inspections.

The Public Health Department also provides public nursing services which include immunization for influenza, pneumonia, polio and various other diseases. The Town Nurse provides blood pressure and cholesterol screenings to residents and makes health care visits to housebound elderly.

Other services provided by this department include an annual rabies clinic and a radon detection and survey program. The Health Department also administers the Tobacco Control Program.

The old Scalekeeper's Cottage

## SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measures is a part-time employee appointed by the Town Manager but is responsible also to the State Division of Standards. The Sealer's duty is to protect the seller and purchaser at retail, wholesale and

commercial levels. This is accomplished by inspecting all weighting and measuring devices in the town, ranging from grocery and drug store scales to gasoline pump meters. A seal of approval is attached when accuracy has been determined.

## HOUSING AUTHORITY

The Wilmington Housing Authority (WHA), organized in 1951, operates under the provisions of Chapter 121B of Massachusetts General Laws, Section VIII, 24CFR (Code of Federal Regulations); Chapter 30B of the State Procurement Law, and State and Federal Codes of Ethics. All state and federal programs are audited on an annual basis. A five-member Board of Commissioners, consisting of four elected and one state appointed member, oversees the Authority's policies and procedures. The WHA employs an Executive Director who is responsible for daily operations.

The Authority, which originally managed 40 units of housing at Deming Way, now provides affordable rental housing for 72 senior citizens and 13 families with low and moderate incomes. It is also responsible for a number of conventional scattered site single residences owned by the Authority. The WHA gives first preference for housing to Wilmington residents after state mandated quotas are filled for minorities and the disabled.

The Housing Authority services the Federal Section 8 Certificate and Voucher Programs, under which low income residents are assisted in paying their rent for housing that is not administered by the Authority. It also assists frail elders by making provisions for meals, medical care and other services, thus enabling them to continue living in their own private residences.

## HOUSING PARTNERSHIP

In response to affordable housing proposals by housing developers in the late 1980's, the Affordable Housing Task Force was formed to work with a consultant hired by the town to identify housing needs. As part of that effort, the task force adopted procedures for reviewing and approving affordable housing developments. While the task force was created to be a short term committee, it soon became clear that there was a need for a permanent structure, as developers continued to bring in proposals, and the state required that the town move toward a goal of 10% of its housing being affordable.

In 1991, the task force was formally reorganized as the Housing Partnership. Members were appointed by the Town Manager, and the board was redesignated by the State. The Housing Partnership includes representatives from various town boards and departments as well as from the private sector, with staff support from the Planning Director.

The goals established by the Partnership were to:

- Encourage private development of affordable housing that is in keeping with the character of the town.
- Continue the on-going education process.
- Initiate affordable housing development(s) on Town-owned land.
- Develop a housing trust fund.

In 1992, a housing trust fund was established to allow the town to respond to specific affordable housing opportunities for local residents. Such a fund enables the partnership to renovate or move a home that has been donated to the town, provide assistance to first time homebuyers for closing costs or down payments and potentially to fund a small construction financing gap, thus enabling a development to remain viable.

Also in 1992, at the initiation of the Housing Partnership, the Annual Town Meeting approved the accessory apartment amendment to the zoning bylaw. The purpose is to enable more residents to create accessory apartments, thereby encouraging more affordable and diverse housing.

For the Partnership to develop affordable housing on town-owned land, the Town Meeting must first vote to approve the sale of the land for the purpose of affordable housing. Recommendation of parcels suitable for development are made to the Property Review Board, which recommends to the Town Manager what parcels are or are not surplus to the needs of the town. The Town Manager makes the final recommendation to Town Meeting. Proposals are then requested from any interested developer, either non-profit or for-profit. The Housing Partnership reviews these proposals and makes a recommendation to the Board of Selectmen that the land be transferred to the builder for development of affordable housing.

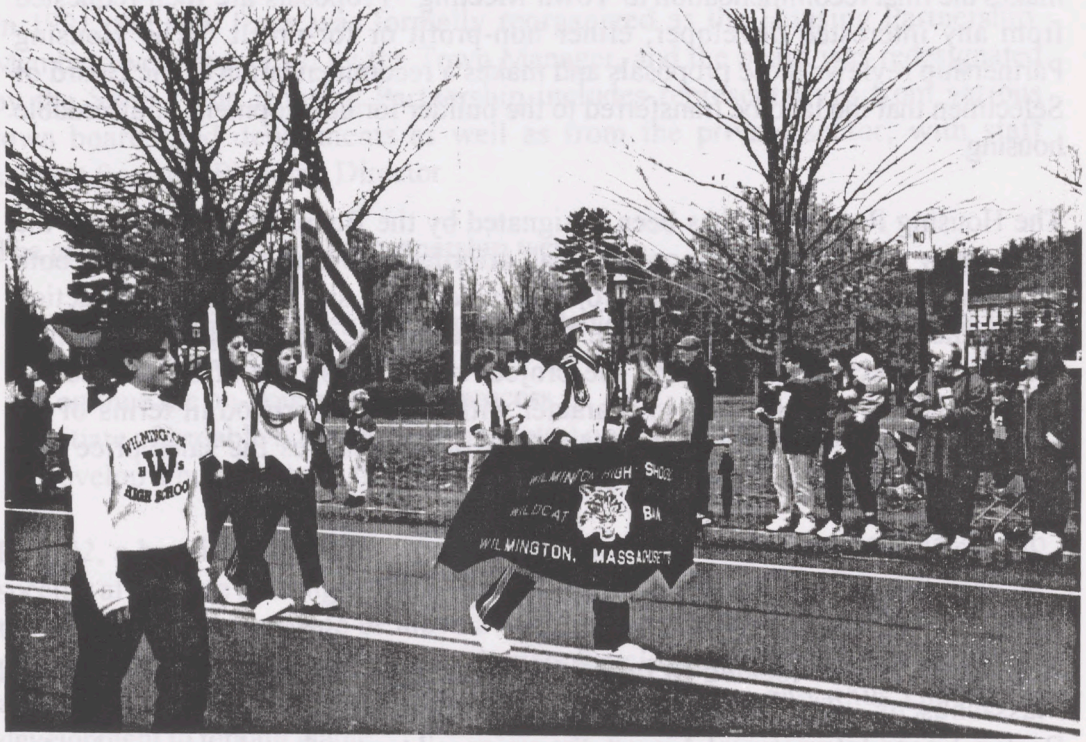
The Housing Partnership has been designated by the Board of Selectmen as the town entity responsible for monitoring all affordable housing developments, both public and private. In addition to project development, site plan and construction issues, the partnership is responsible for overseeing the marketing of the homes, the lottery selection process and the project timeframes. An effort is made to have the homes be consistent in character with the neighborhood in terms of lot size and the style of the home. A deed restriction ensures the sales price will remain as affordable housing in the future.

## TRANSPORTATION

Wilmington is well located to benefit from excellent transportation in eastern Massachusetts. The town's proximity to Boston makes available the Port of Boston, Logan International Airport, the major rail terminals and almost unlimited trucking services.

Daily passenger train service is provided to Boston by the Massachusetts Bay Transportation Authority (MBTA). Both the Lowell Line and the Haverhill/Reading Line pass through Wilmington, with stations in the center of Town, and in North Wilmington.

Four exits on Interstate Route 93 make it convenient for residents to drive to Boston and points south, as well as providing direct access to northern New England. In addition, Routes 125, 38, 62, and 129 all pass through the town. Routes 3, 128, 95, and 495 are all within easy access. Local taxicab services are also available, and Massport's Logan Express provides nonstop bus service between Woburn's Mishawaum MBTA commuter rail station and Logan Airport.




Wilmington High School Marching Band

# EDUCATIONAL, CULTURAL, AND HISTORICAL SERVICES

## WILMINGTON'S SCHOOLS

The educational mission of the Wilmington Public Schools is to provide a student-centered education which fosters critical inquiry enabling the individual to be a productive citizen, respectful of self and others, capable of adapting to a changing world and its technology.

**School Committee**

The Wilmington School Committee has seven members, non-salaried, elected for three-year terms on a rotating basis. In accordance with the Education Reform Act of 1993 the School Committee determines educational policy and the budget of the school system. They are responsible for the appointment of the School Superintendent who functions as their executive officer. They also negotiate contracts with school administrators, teachers, secretaries, nurses, teacher aides, mini-bus drivers, and cafeteria personnel.

**Administration**

The Superintendent of Schools is the executive officer of the School Committee, and under its direction administers and supervises the Town's public schools. The Superintendent attends each meeting of the School Committee, plans the agenda in conjunction with the School Committee Chairman, and makes recommendations to the Committee prior to its decisions. The Superintendent appoints all principals and other administrators.

Assisting the Superintendent with the administration of the schools is the Director of Administration and Finance. In addition, there are a high school principal, two middle school principals, three elementary school principals, a Director of Special Education and a Director of Physical Education, Athletics, Health, Transportation.

**School Plant**
Three elementary schools, two intermediate schools and the High School accommodate the school population. An Early Childhood Center serves the Pre-K and Kindergarten students. Maintenance and care of the schools and school grounds is the responsibility of the Superintendent of Public Buildings under the direction of the Town Manager.

**Finances**
The school budget, as determined and prepared by the School Committee in consultation with the Superintendent and the Director of Administration and Finance, is adopted at the Town Meeting. Revenue is raised mostly by local taxation, but is augmented by a number of state reimbursements. The largest of these is State Aid for Public Schools, which is based on the town's valuation and number of school children. Other state reimbursements are for Special Education (Chapter 766 -- a Massachusetts law that provides for every child between the ages of three through twenty-one the right to a free and public education, regardless of handicaps), for transportation, and to pay tuition for wards of the state.

The federal government also subsidizes the school lunch program, a special milk fund, and certain costs for children of parents employed on federal property (under Public Law 874).

**Teaching Staff**
All members of the teaching staff of Wilmington must have a least a Bachelor's Degree and a teaching certificate, as required by State Law. Teachers are eligible for election to Professional Teacher Status by the Superintendent after service in Wilmington for three years.

**Other Department Employees**
The School Department employs a clerical staff in all school offices, teacher aides tutors, cafeteria workers, mini-bus drivers, school nurses, the school physician, a psychological consultant, and the athletic physician.

**Parents**

Parent organizations are an active part of the Wilmington Public Schools. Each school has a School Advisory Council with representative parent membership according to the Education Reform Act of 1993. The School Advisory Council develops the School Improvement Plan along with the building principal and functions in an advisory capacity on the development of the school budget.

Each school also has a Parent Advisory Council made up of parents interested in supporting a variety of enrichment activities and fund-raisers. PACs function as non-profit entities under by-laws. Parent representatives from each school participate on the Townwide PAC which meets every month with the Superintendent of Schools.

Parents also participate in the Strategic Plan of the Wilmington Schools. The Wilmington Special Needs PAC serves parents of special needs children. Parents also serve as volunteers in the schools and operate many booster clubs for various sports. Band parents are organized to support the Wilmington Band Program.

**Attendance Requirements**

By state law, education is compulsory for children from six to sixteen years of age. State law also stipulates that grades one through twelve must be in session at least 180 days each academic year, or at least 900 hours for elementary and 990 hours for secondary schools.

**The Curriculum**

Although the subjects designated by state law must be included in the school curriculum, the development of the courses of study, educational methods, and the institution of additional courses according to the needs of the community are at the discretion of the School Department

**Registering Your Child**

Public kindergarten, as designated by State law, is available to any Wilmington child. Parent orientation and registration takes place each Spring. Dates are published in the local newspapers.

Most children in Wilmington begin their public schooling in Kindergarten. To enter Kindergarten in Wilmington, children must be five years old on or before August 31. A copy of the child's birth certificate is required at registration time in March. Immunization records are required before the opening of the year's session.

There is also an integrated Pre-school program for three and four year old children with Special Needs. Participation by non-special needs children is based on a sliding fee scale and a lottery drawn from a waiting list of applicants each spring.

Anyone moving into town with a school-age child should contact the School Department or local school for information about registering.

**Elementary Schools**

There are four elementary schools: Shawsheen Elementary School, (telephone 508-694-6030); Wildwood Elementary School, (telephone 508-694-6010); Woburn Street Elementary School, (telephone 508-694-6020) and the Boutwell Early Childhood Center, (telephone 694-6070).

**Middle Schools**

Two middle schools service students in grades 6 through 8: North Intermediate School, at Salem Street near Middlesex Avenue, (telephone 508-694-6040); and the West Intermediate School on Carter Lane, (telephone 508-694-6050).

**High School**

Wilmington High School is fully accredited by the New England Association of Colleges and Secondary Schools. The campus is centrally located on Church Street across from the Town Common.

The program of each student is planned with the assistance of the parents, teachers and guidance counselor in accordance with the student's interests, abilities and educational plans. All students must complete four years of English, four years of Physical Education, and one year of United States History in order to graduate. Courses are offered in preparation for college and employment or further technical training upon graduation. Above average students are encouraged to enter advanced placement courses of a college level in their senior year.

**Services to Students**

The Guidance Department is organized to give counseling services and special programs to all students in grades kindergarten through twelve. Students may seek counseling services on their own from the guidance and counseling staff or they may be referred by teachers, administrators or parents. Counseling services are available at the elementary schools as well as at the intermediate and high schools.

In accordance with the Special Education Law (Chapter 766) students with special needs may receive special individual educational program after proper referral by a Core Evaluation Team. A specially trained staff of consultants in reading, speech therapy, counseling, testing, learning disabilities, and resource room management are available within the system, as well as psychological counseling services on a regular basis.

Transportation is also provided for all children in grades kindergarten through eight whose walking distances exceed the limit of 1-1/2 miles and for grades nine through twelve whose limit exceeds 2 miles.

Extra-curricular activities are many and varied. This program, for both boys and girls, includes the interscholastic sports of football, baseball, basketball, ice hockey, track, soccer, tennis, field hockey, and softball, in addition to intramural programs in seasonal sports.

Students in grades one through twelve may participate in free music lessons on certain instruments under the guidance of a music teacher. The Glee Club, choral group, and bands at both the elementary and secondary levels have a large membership and their annual concerts are a feature of the school year. Other interest clubs are organized to satisfy sufficient student demand.

**Extended Day and Summer School Programs**

There are extended day programs before and after school designed to meet the needs of working parents. Students from the Early Childhood Program to middle school are offered supervised leisure time and structured activities. Several summer programs are also available in the Wilmington School system. Contact your neighborhood school or central office for information.

Kidsplace playground at the Shawsheen Elementary School

**Wilmington Community Schools**

Wilmington Community Schools, with the cooperation of Wilmington School Committee, operates an evening education program for adults from Wilmington and surrounding communities. Certain academic business, trade, technology, and practical art subjects are offered. A list of courses is published prior to the fall and spring sessions, and is available at both the public library and Town Hall.

**The Wilmington School/Business Partnership**

The Wilmington School/Business Partnership was organized in 1989 as a collaborative effort by local businesses, community agencies and the Wilmington Public Schools to benefit the students by working together. The Partnership strives to insure that students have the skills and motivation to become productive citizens and workers of the future as they develop a clear understanding of the expectations of the world of work. Specific activities include, but are not limited to, employee read-aloud programs, career day activities, teacher training, technology expertise and assisting schools with donations and funding a mini-grant program.

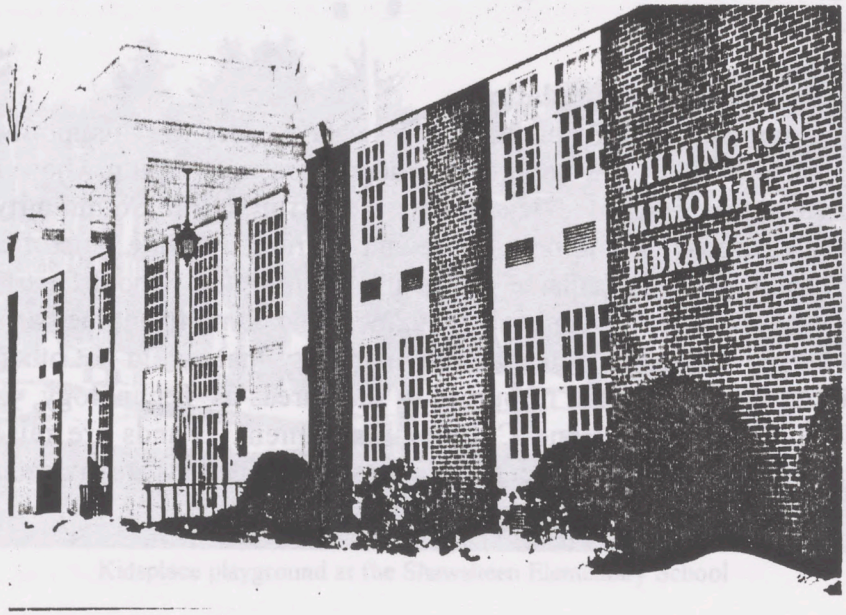
**Wilmington Education Foundation**

The Wilmington Educational Foundation was chartered by the Commonwealth of Massachusetts in 1995 as a nonprofit, independent corporation whose trustees represent business and civic leaders in the Wilmington Community. The Foundation's purpose is to attract, house and distribute private gifts of cash and property to and for the exclusive use of the Wilmington School District. The Foundation's mission is to supplement, augment and compliment the basic school program by providing new educational opportunity that would not otherwise be available but through private resources in such areas as Technology, the Arts, Professional Development and Cultural Enrichment. Funds are raised from individuals, corporations and other foundations. All donations are tax deductible.

## SHAWSHEEN VALLEY REGIONAL VOCATIONAL TECHNICAL SCHOOL

Shawsheen Valley Regional High School is the vocational-technical school district comprising Wilmington, Tewksbury, Bedford, Billerica, and Burlington. The school, located in Billerica offers a variety of vocational and technical programs of study, ranging from culinary arts to electronics and metal fabrication to area students in grades 9 through 12. A part-time adult education program is also offered.

The Regional School Committee is made up of ten members, two elected from each community for staggered 3-year terms. The Committee prepares the school's budget which is presented to the five towns at Annual Town Meeting. Costs are apportioned to each community on the basis of percentage of students enrolled.



## WILMINGTON MEMORIAL LIBRARY

**History**

Wilmington's first official public library opened in 1871. It was located in the rear of the Town Hall (currently the Wilmington Arts Center). In 1890, the public library was moved to the Center School House (currently the Fourth of July Building) where it remained for nearly eighty years.

Rapid growth of Wilmington in the early fifties was reflected in the growth and use of its library. In the early 1960's plans were made to build a new library. The new library building, located on Middlesex Avenue, was dedicated on Memorial Day, 1969, and renamed the "Wilmington Memorial Library" in honor of all Wilmington veterans.

**Trustees**

The Board of Library Trustees consists of six members appointed by the Town Manager for three-year terms, with two members appointed annually. The Trustees are authorized to set policies for the library. The Library Director is appointed by the Town Manager upon recommendation of the Board of Library Trustees.

**Services**

The library is a member of the Merrimack Valley Library Consortium (MVLC), a computerized network of area libraries. Membership in MVLC provides Wilmington patrons with computerized access to more than two million items located in member libraries. Material not owned by Wilmington can be obtained on interlibrary loan. Wilmington patrons can use their library card in any member library and may also use this card or apply for a library card in other Massachusetts public libraries outside the MVLC network. Membership in MVLC provides access to a large database of periodical titles and articles and to the Internet.

The library's collection of over 80,000 items includes books on tape, videos, large print books, magazines, and newspapers. The library has passes to area museums

which may be reserved by calling the library. The library has two Apple II GS computers with software for children and adults and a IBM compatible PC available for patron use in the library. The Reading Edge, a machine that can read text, is available for the visually impaired.

The Children's Department provides a variety of materials for children from infancy through middle school age. The collection consists of hard cover and paperback books, toy-books, and read-alongs, magazines, records, tapes, toys, filmstrips, and books for parents and professionals working with children. Children's programs include story hours for three to five year olds and a special program for two year olds with parents. A summer reading program is held annually for school age children.

The library's book discussion group "Book Ends" meets monthly. Dates and times for this program and other special library events can be found in the library's weekly newspaper column and on WCTV's bulletin board.

Any Wilmington resident can obtain a library card. Identification showing proof of residency is required.

**Hours:**

| | |
|---|---|
| Monday | 9 a.m. to 5 p.m. |
| Tuesday | 9 a.m to 9 p.m. |
| Wednesday | 9 a.m. to 5 p.m. |
| Thursday | 9 a.m. to 9 p.m. |
| Friday | 9 a.m. to 5 p.m. |
| Saturday* | 9 a.m. to 5 p.m. |

*The library is closed Saturdays in the summer (mid June to early September) and holidays.

## COUNCIL FOR THE ARTS

In the summer of 1980, the Selectmen established a committee called the Wilmington Arts Lottery Council, the purpose of which was to receive funds from the statewide sale of Arts Lottery Game tickets and disperse these to deserving artists, performers and organizations to further their cultural endeavors. However, no funds were received from this source until two years later, so in April of 1981 the name was changed to the Wilmington Council for the Arts.

The Council began sponsoring events for the townspeople such as arts and crafts exhibitions on the Common, at the Harnden Tavern, in local banks and at the library. These activities increased when funds were obtained. When the old Town Hall became available, the council members petitioned the town for its use as a cultural center and their dreams were realized in 1987. Since that time, with the help of the town, private donations and state funding, the building has been renovated and is now a working cultural center. It is open most days and/or evenings, with activities including exhibitions, lectures, workshops, demonstrations, classes and concerts which appeal to a variety of age groups and tastes.

Wilmington's Council members meet on a regular basis. They wear two hats. First, they must distribute the money allocated to Wilmington. This process begins with the receipt of applications and usually takes up to six months before the money is actually paid. Approval of grants have helped many local artists, poets, writers, musicians, students and organizations. Teachers often receive payments for in-school programs or projects, and Parent Advisory Committees are able to supply enrichment programs. Many school children have been able to attend theater performances outside the schools through the PASS program (Performing Arts Students Series). In addition, passes for the Museum of Fine Arts and the Gardner Museum are presented to the Memorial Library for the use of the townspeople.

The Council also acts as caretakers of the Arts Center, one of Wilmington's most beautiful historic buildings. The Arts Center is also partially supported by the funds received, enabling the Council to continue offering interesting and enjoyable cultural presentations to the public.

## SARAH D. J. CARTER LECTURE FUND

The Sarah D. J. Carter Lecture Fund was established as the result of a monetary bequest to the town by Sarah D. J. Carter. The principal sum was to be invested and its income expended "in maintaining courses or lectures for the benefit of the people of Wilmington." This bequest was accepted at a Town Meeting on March 1, 1909 and the first Sarah D. J. Carter Lecture Fund Committee was established in 1910.

Today this Committee of five unpaid members is appointed by the Town Manager. The Committee selects the programs, engages the speakers, and manages the financial affairs of the Fund. The programs are usually held once a year in the Barrows Auditorium of the High School, and are free of charge to Wilmington residents.

## HISTORICAL COMMISSION

The Wilmington Historical Commission was established by a vote of the Town Meeting on June 25, 1973. It consists of seven unsalaried members appointed by the Town Manager for three year staggered terms. They are concerned with the identification and preservation of historically valuable property located in Wilmington, as authorized by state statute. They work closely with the Massachusetts Historical Commission. They also encourage students to take an interest in Wilmington's history by presenting programs in the classrooms and by sponsoring school and youth organization tours of the Harnden Tavern.

Significant accomplishments of the Commission have been the listing of the West School House and the Harnden Tavern in the National Register of Historic Places in Washington, D.C., as well as the creation and listing of the Historic Centre District. They have preserved and moved the Scalekeeper's Cottage and are working to preserve the historic Town Pound. The Commission also recognizes local historic properties through the Historic Plaque Program. They work closely with the Friends of the Harden Tavern in a continuing effort to restore several period rooms, which will better enable it to serve as an educational center and local history museum for all residents of the Town.

## FRIENDS OF THE HARNDEN TAVERN

The Friends of the Harnden Tavern, Inc., was organized in 1975 for the purpose of raising funds for the purchase of 18th and 19th century furnishings for the building. They also sponsor social and educational activities at the tavern throughout the year. The tavern is open to the public from 2-4 p.m. on the lst Sunday of each month.

## THE WILMINGTON MINUTEMEN

The Wilmington Minute Man Company was the 7th Company of the Militia originally organized on March 9, 1775. On the morning of April 19, 1775, two groups of Minutemen set off for Lexington, followed later by an additional group. These men fought at Lexington, Concord, and Bunker Hill. By the end of the war, nearly every able-bodied man in Wilmington had fought in the Revolution.

The Wilmington Minute Man Company was reactivated on October 30, 1968, by proclamation from the Town of Wilmington and the receipt of a charter from the Commonwealth of Massachusetts. Their present day purpose is to create an awareness of colonial life, by reenacting historic events such as the raising of a liberty pole in protest against the British rule. The Minutemen also march to Meriam's Corner in Concord (where they attack the British) on April 19th of each year.

The Centre Village Historic District on Middlesex Avenue and Church Street

## WILMINGTON COMMUNITY TELEVISION (WCTV)

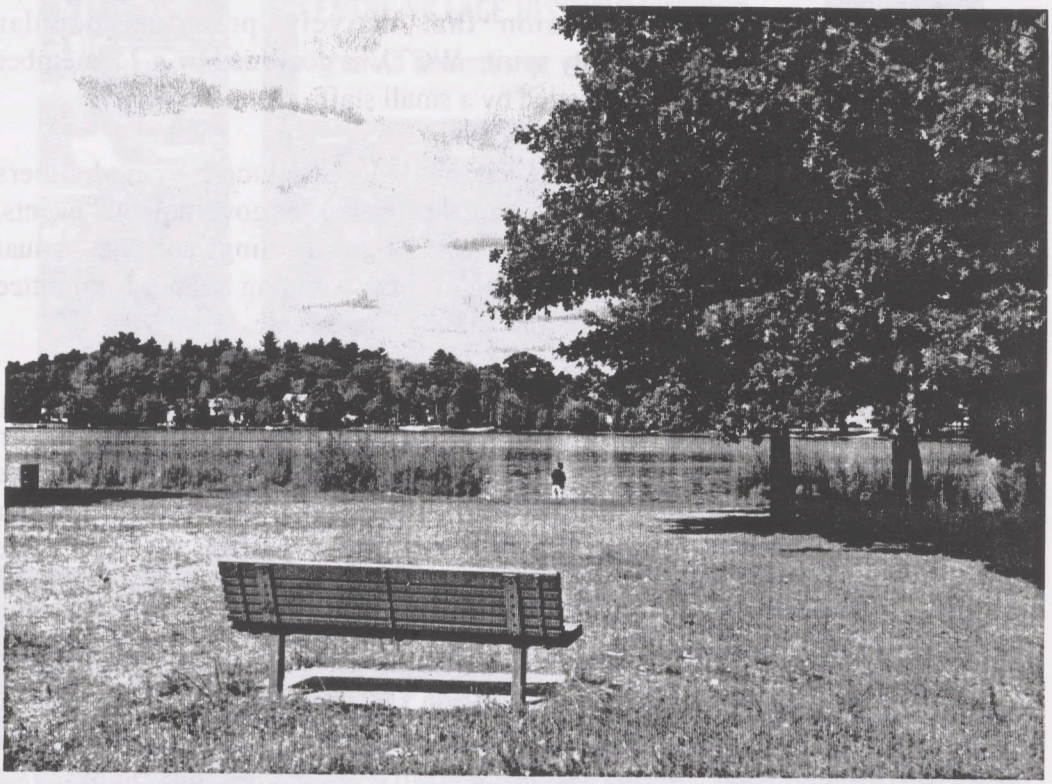
WCTV is a nonprofit organization created in 1987 to provide Wilmington's residents public access to telecommunications resources. WCTV's goal is to provide accessible public television that actively promotes popular communication and builds community spirit. WCTV is governed by a 15-member volunteer board of directors and managed by a small staff.

Programming seen on WCTV's three channels is produced by volunteers community members. The three channels are designated for governmental events, such as broadcasts of Selectmen's or other town board meetings and the Annual Town Meeting; school activities and sporting events, including School Committee meetings; and programs of general interest to the townspeople.

Other services include the electronic Community Bulletin Board (CBB). Organizations and residents are encouraged to send their press releases on upcoming events, fund-raisers, and volunteer opportunities for inclusion on the free CBB. Announcements of school closings or delays due to inclement weather and other public service announcements can also been seen on WCTV's three channels.

Membership in WCTV is available to any Wilmington resident or to persons affiliated with a Wilmington-based organization. Membership includes access to camcorders and other video equipment; training classes on the use of equipment, editing, and production techniques; and the ability to air programs on WCTV's channels.

WCTV's station is located at the Swain School, 140 Middlesex Avenue. The phone number is (508) 657-4066.



Silver Lake - a natural resource of Wilmington

# HUMAN SERVICES

## RECREATION

**Recreation Commission**

The Recreation Commission consists of five volunteer members appointed by the Town Manager for staggered three year terms. They are charged with the responsibility of providing a comprehensive recreation program for Wilmington's residents. They serve as a policy-making and advisory board to the Recreation Director.

**Recreation Department**

The Recreation Department is headed by a full-time Recreation Director appointed by the Town Manager. The Recreation Department staff consists of a full-time clerk along with many seasonal employees and volunteers.

The Recreation Department provides a variety of recreational programs for children and adults on a seasonal basis. The list of programs and events is published in the local newspapers, advertised on local cable TV, and is also sent home with Wilmington school students.

Some of the basic programs include swimming lessons at Silver Lake, a summer 'Tiny Tots' program, instructions in sports, such as tennis, golf, aerobics, arts and crafts, and first aid. The Recreation Department also sponsors a youth basketball league and T-Ball. Seasonal events include an Easter Egg Hunt, the Horribles Halloween Parade, and a Christmas shopping trip to New York. The Department also makes available discount tickets to local cinemas and other commercial recreation places.

**Recreational Facilities**

Wilmington is very fortunate in having its own sandy lake. Silver Lake is enjoyed by the townspeople for swimming, fishing, and boating. Lifeguard protection is provided at the main beach during the summer months.

The Town Park contains a lighted ball field and facilities for picnicking, nature walks, and winter sledding. The Town also owns a 123-acre Town Forest in North Wilmington. A semi-public area of land, Camp 40 Acres, located in the extreme northern part of town, was left in trust for the youth of Wilmington. It is used to a large degree by organized scouting and other groups for camping and day camps. Title is held by Wilmington Junior Camps, Inc., Trustees.

Rotary Park, in the center of town, is another area that is available for picnicking and walks around the pond. There is also a ballfield for Little League games at Rotary Park. Fields for baseball, softball, and Pop Warner Football are located behind the Town Hall on Glen Road, and walking trails adjacent to former cranberry bogs, both at Town Hall and the Blanchard Road Conservation Area provide passive recreational opportunities.

Public tennis courts, playgrounds, ball fields and basketball courts are located at the various schools throughout town. There are extensive soccer fields adjacent to the Shawsheen Elementary School, and a rubberized jogging track behind the high school.

"Kids Place" is a popular play area constructed of wooden timbers by volunteers. located at the Shawsheen School. Jason Stevenson Park, another public playground, is located in the center of town across from Rotary Park. A handicapped-accessible play area is located behind the Woburn Street School.

Harold Parker State Forest lies just beyond Wilmington's border in North Andover. It provides added opportunities for walking, jogging, cycling, canoeing, cross-country skiing, fishing, and camping.

## THE FOURTH OF JULY COMMITTEE

The 4th of July Committee was formed in 1982 after serving as the Town's 250th Anniversary Committee in 1980. The 4th of July Committee is composed of a group of volunteers who plan and run an annual five day 4th of July celebration. The Town Common is the center of events and activities which include concerts, dinners sponsored by community organizations, family oriented games and contests, and a carnival. The highlight of the celebration is a spectacular fireworks display. Information on the 4th of July celebration and tickets for dinners are available beginning in mid-June at 4th of July Building, which is located on Middlesex Avenue across from the Town Common.

The 4th of July Committee also organizes the annual holiday tree lighting ceremony on the Town Common in early December.

## COMMISSION ON DISABILITIES

In 1982 the Board of Selectmen appointed an advisory committee to study the needs of Wilmington's handicapped citizens. The committee took the name 'AIM', Access is Mandatory. Three years later, after completing its study, AIM submitted an article to Town Meeting to establish the Wilmington Handicapped Affairs Commission. In 1991 the name was changed to Commission on Disabilities. The Commission operates under Massachusetts General Laws Chapter 40, Section 8J. The Commission's primary purpose is to coordinate and to carry out state and local programs.

Once the Commission was established in 1985, AIM reorganized as Wilmington Committee for Citizens with Disabilities, Inc., a non-profit organization. The group provides outreach and support to the disabled and their families.

## ADA ADVISORY COMMITTEE

This committee has been active since 1992, and is primarily responsible to serve in an advisory capacity to the Town Manager with respect to implementing the requirements of the Americans with Disabilities Act (ADA). The ADA, which was signed into law in July, 1990, requires that communities make reasonable accommodations to ensure that their facilities, programs, and services are equally accessible to all people. The Superintendent of Buildings is the ADA Coordinator for the town. Members of the committee area appointed by the Town Manager.

## ELDERLY SERVICES COMMISSION

The Elderly Services Commission is composed of seven unsalaried members, appointed by the Town Manager for staggered 3-year terms. Commission meetings are held at the Buzzell Senior Citizen Center once a month to coordinate programs and services for Wilmington residents sixty years of age and older. A full-time paid Director administers the programs of the Senior Center, with the assistance of one other full-time and five part-time employees; all are hired by the Town Manager. The other employees are:

1.) a full-time Respite Care Service Worker, who visits handicapped seniors and transports them to medical appointments at various locations, often staying with them throughout their appointment, taking them for tests, and obtaining prescriptions for them before returning them to their homes.
2.) a part-time mini-bus driver, who transports seniors who have no other means of transportation to medical appointments, shopping, nursing home visits, etc.
3.) two part-time meals-on-wheels drivers, who deliver meals to shut-in seniors.
4.) a part-time clerk.

The Buzzell Senior Citizen Center is located on School Street in the former Buzzell School building. It is open Monday through Friday, from 9 to 4:30.

There are a wide variety of social service programs such as medical clinics and health information, educational classes, income tax and other assistance programs. Many recreational programs also take place, such as art, craft, ceramic and upholstering classes, exercise programs, dance lessons and woodworking. Donations from several local service organizations help underwrite the cost of an annual dinner dance and therapeutic socials for seniors, as well as holiday dinners for homebound.

The Buzzell Senior Center is open weekdays from 9:00 a.m. to 4:30 p.m.

## MINUTEMAN HOME CARE

Minuteman Home Care is part of the Massachusetts Home Care system. It services 16 communities, including Wilmington, by assisting seniors and individuals with long term care needs to live in the dignity and comfort of their own homes and communities. They provide many services such as case

management, homemaker services, home health care, Meals on Wheels, money management services, group adult social day care, and health benefits counseling. Minuteman Home Care may be reached at 24 Third Ave, Burlington, MA 01803 or telephone (617)272-7177 or (508)263-8720.

## VETERANS SERVICES

Massachusetts General Laws, Chapter 115, govern the provision of Veterans Services. The Veterans' Agent, a part-time employee appointed by the Town Manager, administers a State-funded public assistance program for veterans and their dependents who qualify. The Veterans' Agent also offers assistance in applying for pensions and other programs administered by the United States Veterans Administration.

## WILMINGTON COMMUNITY FUND

The Wilmington Community Fund, Inc., which was formed in 1945 by a group of concerned citizens, is a non-profit organization whose goal is to provide such basics as food, heat, and medical to residents in need. The Fund is administered by a volunteer board of directors who collect and distribute funds to organizations and individuals.

The Wilmington Community Fund operates the Food Commissary, a pantry supplying food products on a weekly basis to those in need of assistance. Other services include emergency relief assistance, youth activities, medical equipment, and an Adopt-A-Family program at Christmas. The Wilmington Community Fund also helps fund other organizations who provide a direct benefit to Wilmington residents.

## WILMINGTON FAMILY COUNSELING SERVICE

The Wilmington Family Counseling Service, Inc. is a non-profit agency which was founded in 1967 by concerned members of the community to provide help for families and individuals with emotional, social, and adjustment problems. Counseling is provided by professionally trained psychologists. The Town of Wilmington through the Board of Health is a significant source of financial support and subsidizes the fees of Wilmington residents who cannot pay the full cost of the service. People from other communities can be seen if they or their insurance companies pay the cost. As a non-profit agency, the Wilmington Family Counseling Service has a Board of Directors composed of Wilmington residents who establish policy and oversee the function of the agency.

## THE WILMINGTON COMMUNITY RESOURCE CENTER

The Wilmington Community Resource Center serves as a central clearinghouse of information to guide and give assistance to individuals who are seeking access to a variety of available public social services such as heating assistance, elder care, mental health counseling, employment/outplacement support, and health resources. The Resource Center has developed a database of community information and provides on-site community programs.

Local businesses, community service organizations, and the Town worked with Winchester Hospital to create the Center in 1995. The facility, which is located at 10 Church Street, is leased to Wilmington Community Roundtable, Inc. by the hospital for a nominal fee. The telephone number is (508) 988-8065.

## CHURCHES

The Congregational Church
220 Middlesex Avenue
658-2264

First Baptist Church
173 Church Street
658-8584

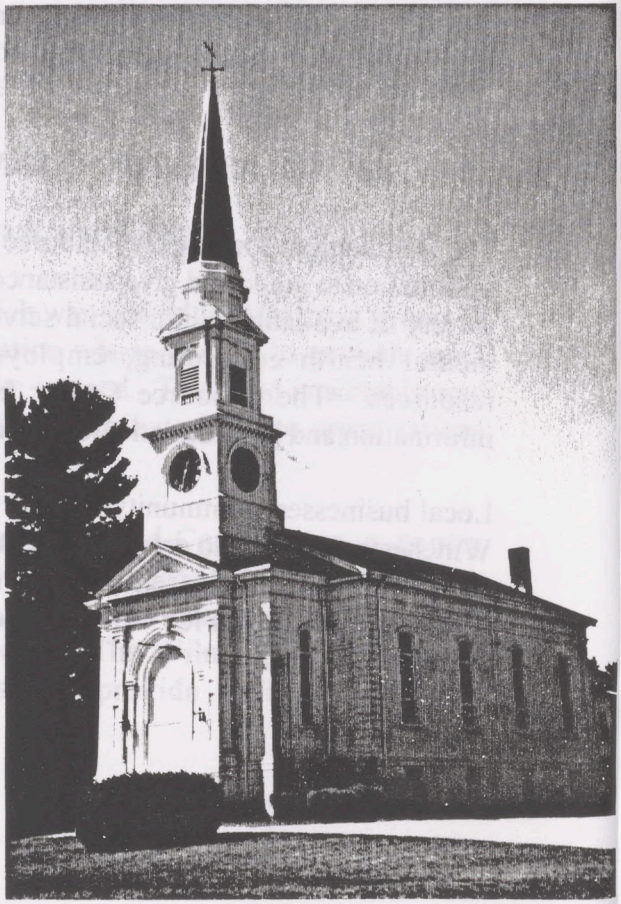
Jevovah's Witnesses
1 Bridge Lane
658-3550

St. Dorothy's Catholic Church
Main and Harnden Streets
658-3500
3550

St. Elizabeth's Episcopal Chapel
Forest Street at Aldrich Road
658-2487

St. Thomas of Villanova
Catholic Church
Middlesex Avenue
658-4665

United Methodist Church
87 Church Street
658-4519



# OFFICIAL TOWN PUBLICATIONS

The Town of Wilmington produces a number of publications to help its residents. Among those available are the following:

*Annual Town Meeting Warrant with Recommendations of the Finance Committee* -
The articles of business under which the Town Meeting may take action, with the recommendation (for/against) of the Finance Committee; mailed to each household at least seven days before the Annual Town Meeting.

*Annual Town Report* -
A summary of the business conducted by each town department, board, and commission during the previous calendar year; includes financial reports and records of all elections and town meetings; available free of charge at the polls and Town Hall.

*The By-laws of the Inhabitants of Wilmington, Revised* -
The general rules and regulations that govern the town; includes Chapter 592, the charter for Wilmington's Town Manager form of government; available for a fee at the Town Clerk's office.

*Persons Listed by the Board of Registrars of the Town of Wilmington* -
A compilation of registered voters with party designation, and other residents aged 17 and over, arranged alphabetically and by streets; includes address, occupation, and year of birth of each person listed, and a precinct and street index; available from the Town Clerk's office for a fee.

*Wilmington's Zoning Bylaw* -
Information relating to the laws and regulations governing land use in Wilmington; includes a zoning map and a map of the groundwater overlay districts; available for a fee at the Town Clerk's office.

Copies of Town publications are also on file in the Reference Department at the Wilmington Memorial Library.

# WILMINGTON BOARD AND COMMITTEE MEETINGS*

| | | | |
|---|---|---|---|
| Arts Council | 2nd Wed. | Arts Center | 7:00 |
| Board of Appeals | 1st & 3rd Mon. | Town Hall | 7:00 |
| Board of Assessors | 2nd & 4th Thurs. | Town Hall | 9:30am |
| Board of Health | 1st & 3rd Mon. | Town Hall | 5:15 |
| Board of Registrars | 2nd Mon. | Town Hall | 7:00 |
| Board Of Selectmen | 2nd & 4th Mon. | Town Hall | 7:00 |
| Cemetery Commission | 3rd Thurs. | Cemetery | 1:00 |
| Conservation Commission | 1st & 3rd Wed. | Town Hall | 7:00 |
| Disabilities Commission | 1st Thurs. | Town Hall | 6:00 |
| Elderly Services Commission | 3rd Tues. | Sr. Center | 2:30 |
| Finance Committee | 2nd Tues. | Town Hall | 7:30 |
| Historical Commission | 2nd Mon. | Town Hall | 7:30 |
| Housing Authority | 1st Tues. | Deming Way | 7:30 |
| Housing Partnership | 2nd Thurs. | Town Hall | 7:30 |
| Library Trustees | 3rd Tues. | Library | 7:30 |
| Permanent Building Committee | monthly | Town Hall | 7:00 |
| Planning Board | 1st & 3rd Tues. | Town Hall | 7:30 |
| Recreation Commission | 1st Thurs. | Town Hall | 7:00 |
| Redevelopment Authority | 3rd Thurs. | Chamber Office | 7:00 |
| Reg. Voc-Tech School Com. | 2nd & 4th Tues. | Shawsheen Tech. | 7:30 |
| School Committee | 2nd & 4th Wed. | Town Hall | 7:00 |
| Water & Sewer Commission | Monthly | Town Hall | 6:00 |

* Meeting dates and times are subject to change. Contact the Town Clerk's office at 658-2030 for current information.

## Acknowledgments

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